| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 99000067 | Allison, George | LaRC | 1/3/2000 | Closed | 1/3/2000 | None | RC | Small | | |
| Report is needed that will give the exact amount times each classroom was scheduled for classes. | | | Currently there is no existing report that will give the exact amount times each classroom was scheduled for classes. | | | | Create a report in Brio that will give the exact amount times each classroom was scheduled for classes. We need to go back as far as the beginning of fiscal year 1998 to determine how often the classrooms are being used. | | | |
| 99000066 | Davis, Jacky | MSFC | 12/1/1999 | Closed | 11/19/2001 | None | RC | Small | | |
| The refresh of AdminSTAR from NPPS will be invalid after implementation of 5.1 | | | The refresh script that refreshes AdminSTAR from NPPS will not be looking at the new dynamic user defined fields for errors. | | | | Correct the refresh script(s) to reflect the new dynamic user defined fields for both the learner and course. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |

| 99000065 | Davis, Jacky | MSFC | 11/30/1999 | Withdrawn | 12/1/1999 | None | RC | Small | | |

When the new release of AdminSTAR 5.1 comes new design of the course table. The data validation script 'coursechk.sql' will be out of date.

Once the AdminSTAR 5.1 release is in place the PL/SQL script that checks the course table for data validation will be incorrect.

Correct the script to recognize the new structure of the course table.

| 99000064 | Martin, Lisa | MSFC | 11/16/1999 | Closed | 11/18/1999 | High | RC | None | | |

Direct Cost Code & Indirect Cost Code

SSC has input direct cost codes and indirect cost codes into AdminSTAR incorrectly.  There is a large amount of data  kicking out when the NTDS refresh is run.  Due to limited resources in the training office at SSC, it would take several
weeks to correct the problems.

Programatic Approach -  Change all direct cost codes to 0 is participant cost is 0.  Also, change indirect cost code to 0  is indirect cost is 0.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 99000063 | Moyers, Amanda J | MSFC | 11/15/1999 | Closed | 11/29/1999 | Emergency | RC | None | | |
| Supply a report of training taken by individuals with disabilities. | | | We have received a request from Hdqs. to supply a report of training taken by individuals with disabilities.  The date range requested is October 1, 1998 to September 30, 1999.  I need the number of training instances for each individual by disability code. | | | | Write a report to supply number of training instances per individual in each of the 3 disability categories. | | | |
| 99000062 | Martin, Lisa | MSFC | 11/15/1999 | Closed | 11/17/1999 | High | DR | None | | |
| Brio Report - "Courses not Complete" | | | Employees who have been terminated are still showing up on the report. | | | | Exclude terminated employees from the report. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000061<br><br>Beginning export date for the AdminSTAR export for the NTDS Refresh (NTJ1217) | Martin, Lisa | MSFC | 11/12/1999<br><br>Determine Fiscal Year by Course Completion Date (i.e. 10/1/99 - 9/30/00 is FY2000) and run the export from 10/1/98. | Closed | 11/30/1999 | High | RC | None | | |
| 99000060<br><br>Agencywide Report for BRIO | Fowler, Sherry | GSFC | 10/8/1999<br><br>GSFC uses the Directorate Expenditure Report from NTDS on a daily basis. This report is sent to each directorate monthly to track their training budget. We would like to have report built in BRIO for agencywide use. | Closed | 6/22/2001 | High | RC<br><br>The fields for the "Directorate Expenditure Report" in order are: (This report is run and printed by Org ID monthly) Course ID / Org ID / Employee Name / Course Name / Vendor / Beg Date / End Date / Academic Credit Code / Cost / Drop Status | None | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000059 | Martin, Lisa | MSFC | 9/30/1999 | Closed | 11/19/2001 | None | RC | Medium | | |
| Current Agency Core Reports for AdminSTAR will not show the correct User Defined Fields data once the new Dynamic User Defined fields is implemented. | | | The current Agency Core Reports for AdminSTAR will not reflect the new Dynamic User Defined fields. | | | | Change the Agency Core Reports(12) to reflect the new Dynamic User Defined Fields. Apply the Business rule below:<br>Business rule for selection of data for Dynamic UDF's:<br>Use the values at the learner level when they exist.  Use the values at the course instance level when there are no values at the learner level.  Use the values at the course level when there are no values at the course instance and learner level. This rule applies to all udf's. | | | |
| 99000058 | Davis, Jacky | MSFC | 9/30/1999 | Withdrawn | 9/30/1999 | None | RC | Small | | |
| Oracle Advanced Network Option (ANO) is not currently installable from DDS. | | | Oracle Advanced Networking Option Software is not currently available from DDS for install. | | | | Test out installs from DDS with Rob Birchmire as the point of Contact. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |

| 99000057 | Martin, Lisa | MSFC | 9/30/1999 | Closed | 11/30/1999 | None | RC | Small | | |

Acceptability of EOD date from NPPS.

Currently the AdminSTAR refresh is not accepting the EOD date from NPPS. There is also not a tool to refresh the current production data in AdminSTAR with the EOD date.

Modify AdminSTAR refresh tool to accept the EOD date from NPPS. Also create tool(script) to refresh the AdminSTAR production data from the supplied NPPS dataset. Place the EOD date on the learner record in field USER6.

| 99000056 | Martin, Lisa | MSFC | 9/30/1999 | Closed | 11/19/2001 | None | RC | Medium | | |

The SQL script that checks courses will no longer be valid after the implementation of dynamic user defined fields.

Currently the course SQL script checks the course table for edits. Once the dynamic user defined field implementation is completed the course SQL script will no longer be valid.

Update the course SQL script to check the newly defined dynamic user defined fields.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |

| 99000055 | Martin, Lisa | MSFC | 9/30/1999 | Closed | 11/19/2001 | None | RC | Medium | | |

With the new implementation of Dynamic User Defined fields the export utility of history data in AdminSTAR is invalid.

Currently the history export utililty used within AdminSTAR picks up the learner history from the learner_course table. Course data, being user defined fields, is also picked up.

With the implementation of Dynamic User Defined Fields the history export utility will be invalid. Since NASA wishes to use the Dynamic User Defined Fields the COTS history export will be invalid.

Take the existing History Export Utility within AdminSTAR(COTS package) and create an external export to pickup not only the learner's history but also the newly Dynamic User Defined fields (UDF's).
Business rule for selection of data for Dynamic UDF's:
Use the values at the learner level when they exist.  Use the values at the course instance level when there are no values at the learner level.  Use the values at the course level when there are no values at the course instance and learner level. This rule applies to all udf's.

| 99000054 | Martin, Lisa | MSFC | 9/28/1999 | Closed | 11/15/1999 | None | RC | Small | | |

Bar Chart or Pie Chart needed showing learner history count for each center.

Currently there is no graphical representation of the learner's history. A Bar Chart or Pie Chart is needed to represent the completed training history for each center.

Create either a bar chart or pie chart that shows total number of history records from each center. Show count as well as percentage.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 99000053 | Martin, Lisa | MSFC | 9/14/1999 | Closed | 12/1/1999 | High | RC | None | | |
| Report needed in Brio to extract course enrollment information utilizing the newly dynamic user defined fields. | | | Currently no report exists for the Dynamic User Defined Fields. | | | | Create Brio report to extract course enrollment information utilizing the newly dynamic user defined fields. | | | |
| 99000052 | Martin, Lisa | MSFC | 9/9/1999 | Closed | 9/28/1999 | Emergency | RC | None | | |
| Brio Report - Courses not completed | | | Currently the report is displaying any one who has a drop status (no-show, cancel, reschedule, etc.) | | | | The report only needs to show courses and employees who don't have a completion date or a rating/grade. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000051 | Martin, Lisa | MSFC | 8/30/1999 | Closed | 9/13/1999 | High | RC | Small | | |
| Ethnic origin codes coming from NPPS need to be converted to what AdminSTAR uses. | | | Currently NPPS is sending 1 character ethnic origin's over to AdminSTAR. AdminSTAR utilizes the spelled out version (I.e. African American) instead of one character (I.e. E). | | | | Correct refresh tool to convert the 1 character over to the spelled out version. Also convert the current production data in AdminSTAR to the spelled out version. | | | |
| 99000050 | Heath, Ann | LaRC | 8/20/1999 | Closed | 8/27/1999 | High | RC | None | | |
| AdminSTAR Report | | | LaRC needs the following report: We need to know how may courses have offered in AdminSTAR for FY99. | | | | | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |

| 99000049 | Ott, Aneta W | KSC | 8/16/1999 | Withdrawn | 5/11/2001 | High | None | None | | |

Budget Planning Reports

Right now we are keeping track of the budget in an excel program. It means several data entries. AdminSTAR being able
to track our budget would certainly cut down on man-hours going from one application to the other.

Create a report that would track the budget, for the Center, would track the amount spent on special projects.　Directorates and

| 99000048 | Ott, Aneta W | KSC | 8/16/1999 | Withdrawn | 5/11/2001 | High | None | None | | |

Management Planning Reports

Specific training for managers is being provided and a tracking system is necessary to document and track that training.

Create a report tracking all management programs. It would ehance the data accuracy of this required training.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 99000047 | Martin, Lisa | HQ | 8/12/1999 | Closed | 9/13/1999 | None | RC | Small | | |
| New Material Grouping | | | Add a new material grouping called 'Computer Engr - Applications' to 9C 'Engineering Applications'.  Do not delete the existing "Engineering Applications' (which is also 9C). | | | | Add new material grouping 'Computer Engr - Applications'. | | | |
| 99000046 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Summary of Completed Courses by Subject' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 99000045 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Summary of Completed Training' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |
| 99000044 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Summary of Conferences & Symposiums' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000043 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Summary of Selected Course Completed' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |
| 99000042 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Training History Summary by Vendor' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |

# All CCRs     # CCR Report For     # ADMIN

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 99000041 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Training Report by POC' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |
| 99000040 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Participant List by Selected Course' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000039<br>Report 'Course Cost' needed for AgencyWide AdminSTAR. | Martin, Lisa | MSFC | 6/30/1999<br>Report needs to be created in Brio for AdminSTAR. | Closed | 8/27/1999 | None | RC<br>Create report in Brio. See attached writeups. | Small | | |
| 99000038<br>Report 'Course Absence Report' needed for AgencyWide AdminSTAR. | Martin, Lisa | MSFC | 6/30/1999<br>Report needs to be created in Brio for AdminSTAR. | Closed | 8/27/1999 | None | RC<br>Create report in Brio. See attached writeups. | Small | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 99000037 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Courses Not Completed' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |
| 99000036 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Course Completion with Grade Rating' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 99000035 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Required Training not Attended' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |
| 99000034 | Martin, Lisa | MSFC | 6/30/1999 | Closed | 8/27/1999 | None | RC | Small | | |
| Report 'Summary of Completed Courses by Org' needed for AgencyWide AdminSTAR. | | | Report needs to be created in Brio for AdminSTAR. | | | | Create report in Brio. See attached writeups. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000033<br>Report 'Directorate Expenditure Report' needed for AgencyWide AdminSTAR. | Martin, Lisa | MSFC | 6/30/1999<br>Report needs to be created in Brio for AdminSTAR. | Withdrawn | 8/27/1999 | High | RC<br>Create report in Brio. See attached writeups. | Small | | |
| 99000032<br>Verification of Successful completion/grade for academic courses notice. | Fowler, Sherry | GSFC | 6/23/1999<br>GSFC currently uses NTDS to generate notices for employees taking an academic training course.  The notice requests verification of grade to be sent to the Training Office, and shows the name of the courses and dates on it.  This notice saves a hugh amount of manual paperwork, and is a required duty of the Training Office. | Closed | 12/1/1999 | High | RC<br>Recommend that AdminSTAR be enhanced to be able to generate this notice. The text can be standard; but the name of employee, course name(s) and dates should be plugged in by the system based on an academic course indicator.  Notice can be printed or email. | None | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 99000031 | Burleson, Jan B | MSFC | 6/14/1999 | Withdrawn | 6/14/1999 | None | DR | Medium | | |
| NPPS Orgs to AdminSTAR | | | MSFC has recently added a number of new orgs. It looks like NEBAS08 is not passing these new orgs to AdminSTAR via the org.txt file. According to Carolyn Plank, these orgs are being added with TORG. | | | | Determine the reason the new orgs are not being passed and make appropriate changes. | | | |
| 99000030 | Martin, Lisa | MSFC | 6/3/1999 | Closed | 6/23/1999 | None | RC | Medium | | |
| Install Oracle ASO | | | The Training Office needs Oracle ASO installed on their machines. | | | | Install Oracle ASO on the following individual's machines:                    Washington, Ela    4300/Rm 340  Askey, Karen       4200/Rm 348A    Essenmacher, Tom  4200/Rm 339      Jeffreys, David    4200/Rm 728  Brewster, Bill        4200/Rm 348C      Groce, Laura       4200/Rm 340      Kennedy, Tricia    4200/Rm 348A  Dickerson, Sandra   4200/Rm 344       Higgins, Renee      4200/Rm 340A     Logston, Francee  4200/Rm 344  Elliott, Stephanie    4200/Rm 346       Holden, Thom       4200/Rm 342A     McCrary, Janie    4200/Rm 342  McGlathery, LaVerta  4200/Rm348        McKellar, Sherry     4200/Rm 346B      Miller, Jerry       4200/Rm 346A  Schultz, Pat          4200/Rm 346C     Suggs, Vanessa      4200/Rm 302B      Walker, Greg     4200/Rm 344 | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000029<br>NPPS LERC Change To GRC | Burleson, Jan B | MSFC | 5/18/1999<br>Modify NPPS module NEBAS01 to pass 'GRC' instead of 'LERC' in the Learner file to AdminSTAR. This modification is needed because Lewis Research Center has changed it's name to Glenn Research Center. | Withdrawn | 5/24/1999 | None | RC<br>Modify installation name for Glenn Research Center (formerly Lewis Research Center) in the NPPS NEBAS01 module. | Small | | |
| 99000028<br>Learner Data is not populated in AdminSTAR Admin Module | Martin, Lisa | MSFC | 5/6/1999<br>POLICY REQUIREMENT FROM HEADQUARTERS CODE FT (Training, Joe McElwee) Code E (EEO Program Office) cannot report data on disabled employees to the EEO Commission. A joint response from Code FT and Code E has been requested from the Administrator (Dan Goldin). AdminSTAR must be updated appropriately to eliminate this problem in the future. | Closed | 3/28/2003 | High | DR<br>Create Tool to Populate Learner Data in AdminSTAR's Learner Editor. Learner Data is defined as Pay Plan, Grade, Supervisory Indicator, NASA Class Code and Physical Handicap Code. Place Pay Plan and Grade (GS-12) together, Supervisory Code, and NASA Class Code under User Defined Fields. Physical Handicap is on the Personal Information Screen. All of the above Learner Data fields must also be incorporated into the Bi-weekly NPPS/AdminSTAR refresh as well as populating all active employees in AdminSTAR. Lisa Martin and Lou Nosenzo will coordinate a CCR against NPPS and determine NPPS release requirements. | None | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000027 | Martin, Lisa | MSFC | 5/6/1999 | Withdrawn | 6/23/1999 | None | RC | Small | | |
| Delete Obsolete Orgs | | | Need to delete orgs in AdminSTAR that are not used by any Learners. | | | | Write a script that reads the Department table and deletes any department (org) records that are not referenced by any Learner record. | | | |
| 99000026 | Martin, Lisa | MSFC | 5/3/1999 | Closed | 6/3/1999 | None | RC | Small | | |
| KSC City Update ('Orlando' to 'Kennedy Space Center') | | | KSC would like the city on all their location records changed from 'Orlando' to 'Kennedy Space Center'. | | | | Write a sql script to change the city on all KSC location records from 'Orlando' to 'Kennedy Space Center'. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000025 | Martin, Lisa | MSFC | 4/6/1999 | Closed | 6/23/1999 | High | DR | Small | | |
| Course Grouping/Type of training is out of date for the NTDS Refresh. | | | Course Grouping/Type of training is out of date for the NTDS Refresh such that it needs to be updated with new/changed additions. | | | | Please correct with changes. | | | |
| 99000024 | Martin, Lisa | MSFC | 4/14/1999 | Withdrawn | 4/14/1999 | None | None | None | | |
| Fiscal Year is getting sent over as Calendar year | | | | | | | | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000023 | Martin, Lisa | MSFC | 4/14/1999 | Closed | 6/3/1999 | High | RC | Small | | |

NTDS History records shows a 1998 fiscal year for course that were taken in Oct., Nov., or Dec., of 1998.

NTDS History records shows a 1998 fiscal year for course that were taken in Oct., Nov., or Dec., of 1998.

Create a tool that will update the Fiscal Year to 1999 for course session end dates that are between Oct., Nov., and Dec., of 1998. Check for pre-existence of record before changing. If pre-exist then delete the FY98 record instead of updating.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000022 | Martin, Lisa | MSFC | 4/14/1999 | Closed | 6/3/1999 | High | RC | Small | | |

Duplicate records are showing up in NTDS for FY99.

Duplicate record shows up for the same course with the same course session end date for fiscal year 1999 that is in fiscal year 1998.

Create a tool that will delete the FY99 NTDS training history records that show up in FY98.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000021 | Martin, Lisa | MSFC | 4/6/1999 | Closed | 6/22/1999 | High | RC | Small | | |

Course Grouping/Type of training is out of date for the NTDS Refresh    Course Grouping/Type of training is out of date for the NTDS Refresh    Update Course Grouping/Type of Training in the tool with the updated provided changes.

| 99000020 | Martin, Lisa | MSFC | 4/6/1999 | Closed | 6/22/1999 | High | DR | Small | | |

Currently calendar year is used instead of the actual fiscal year for the NTDS Refresh.    Calendar year is used for the fiscal year instead of the actual fiscal year.    Correct the tool to use the actual fiscal year. Ex: Fiscal year being 1999 for 10/1/98 thru 9/30/99.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000019 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 6/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to HeadQuarters. | | | Report modifications needed for HeadQuarters AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |
| 99000018 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 6/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to Goddard Space Flight Center. | | | Report modifications needed for Goddard Space Flight Center AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | | **Recommended Action** | | |
| 99000017 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 6/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to Johnson Space Center. | | | Report modifications needed for Johnson Space Center AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |
| 99000016 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 6/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to Ames Research Center. | | | Report modifications needed for Ames Research Center AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 99000015 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 6/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to Dryden Space Flight Research Center. | | | Report modifications needed for Dryden Space Flight Research Center AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |
| 99000014 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 6/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to Kennedy Space Flight Center. | | | Report modifications needed for Kennedy Space Flight Center AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000013 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 6/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to Stennis Space Flight Center. | | | Report modifications needed for Stennis Space Flight Center AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |
| 99000012 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 6/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to Langley Research Center. | | | Report modifications needed for Langley Research Center AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000011 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 2/23/1999 | None | RC | Small | | |
| Report assimilation for AdminSTAR to Lewis Research Center. | | | Report modifications needed for Lewis Research Center AdminSTAR reports. | | | | Make appropriate report modifications to the 47+ Impromptu reports and distribute to center. | | | |
| 99000010 | Martin, Lisa | MSFC | 2/19/1999 | Closed | 3/23/1999 | None | RC | Small | | |
| Impromptu Agencywide Catalog for AdminSTAR needed. | | | Distribute Impromptu Catalog to all centers. | | | | Distribute Impromptu Catalog to all centers. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000009 | Conrad, Dennis C | LeRC | 2/17/1999 | Closed | 3/1/1999 | High | RC | Small | | |
| Center Name is changing to John H. Glenn Research Center from Lewis Research Center. | | | Center name is going to change and AdminSTAR needs to reflect the change. | | | | Convert all references of LeRC to GRC in AdminSTAR effective March 1, 1999. | | | |
| 99000008 | Martin, Lisa | MSFC | 2/17/1999 | Closed | 3/9/1999 | High | DR | Medium | | |
| Retired employees in AdminSTAR needs to be set to an inactive status. | | | Currently in the refresh of AdminSTAR from NPPS the status of an employee in AdminSTAR is not refreshed for terminated employees. | | | | Fix refresh to update status in AdminSTAR to an inactive status for learners that are inactive in NPPS. Also update the current learners in AdminSTAR with an inactive status that are showing up in NPPS as terminated. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000007<br>Import Material Title file into AdminSTAR | Conrad, Dennis C | LeRC | 1/14/1999<br>Import Material Title file into AdminSTAR. | Closed | 2/18/1999 | High | RC<br>Verify sent Material Title file and import the data into AdminSTAR using the material title import. | Small | | |
| 99000006<br>New AdminSTAR data extract | Jarmannn, Janet | ARC | 1/5/1999<br>Extract needed data elements from AdminSTAR for site unique to support ISO reporting. | Closed | 1/25/1999 | High | RC | Small | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 99000005<br>New AdminSTAR data extract | Riley, Patsy | JSC | 1/5/1999<br>Extract needed data elements from AdminSTAR for site unique to support Johnson's NOMAD system. | Closed | 10/11/2000 | High | RC | Small | | |
| 99000004<br>Import inactive NTDS courses into AdminSTAR | Conrad, Dennis C | LeRC | 1/5/1999<br>Import inactive NTDS courses into AdminSTAR | Closed | 2/16/1999 | High | RC<br>Develop a tool that will extract inactive courses from NTDS, and write them to a flat file.  Import the data into AdminSTAR using the course import. | Small | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |

| 99000003 | Conrad, Dennis C | GRC | 1/5/1999 | Closed | 2/16/1999 | High | RC | Small | | |

Import active contractor learner data into AdminSTAR | Import active contractor learner data into AdminSTAR | | | | | | Develop a tool that will extract active contractor learner data from NTDS, and write the records to a flat file. Import the data into AdminSTAR using the learner import. |

| 99000002 | Gates, Sheryl | JSC | 1/4/1999 | Closed | 2/16/1999 | High | RC | Small | | |

Duplicate course history records added to NTDS from AdminSTAR | The NTDS/AdminSTAR refresh process is duplicating history records in NTDS that originate from AdminSTAR. | | | | | | Modify refresh tool, TOOLAS10, to use '1' as the session number instead of '0001'. Develop a utility to delete duplicate history records from NTDS and to convert existing records with a session number of '0001' to '1'.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 99000001 | Gates, Sheryl | JSC | 1/4/1999 | Closed | 2/16/1999 | High | RC | Small | | |
| NTDS/AdminSTAR refresh records in NTDS have 'F' as the course grade | | | AdminSTAR users are closing out training instances without entering a grade or rating.  The refresh process translates the lack of a grad or rating as an 'F' before adding the records to NTDS. | | | | Develop a SQL script to convert AdminSTAR records with no grade or rating to a letter grade of 'S' to denote satisfactory completion.  Develop a tool to convert NTDS/AdminSTAR refresh records in NTDS with a grade of 'F' to a grade of 'S' to denote satisfactory completion.  Modify refresh tool, TOOLAS10, to retain the letter grades on records received from AdminSTAR.  Users must also enter a grade or rating for a course when closing training instances. | | | |
| 98000011 | Joyner, Jim | MSFC | 10/16/1998 | Closed | 6/23/1999 | Emergency | RC | Small | | |
| Implement AdminSTAR release 4.5 | | | AdminSTAR release 4.5 is expected to be delivered by the end of October.  It must be placed, first into the test database for PFM testing, and then released to the agency for testing.  Finally, it must be placed into the production database. | | | | Implement AdminSTAR release 4.5 | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 98000010 | Joyner, Jim | MSFC | 10/16/1998 | Closed | 7/15/2002 | Emergency | RC | X-Large | NTDS 3.17 | 9/17/2002 |
| Convert NTDS History into AdminSTAR history | | | History from NTDS must be converted to the AdminSTAR database | | | | Convert all centers NTDS history into AdminSTAR history | | | |
| 98000009 | Joyner, Jim | MSFC | 10/16/1998 | Closed | 9/24/1999 | Emergency | RC | X-Large | | |
| Transition all NASA centers from NTDS to AdminSTAR | | | NASA has purchased AdminSTAR, a client-server based cots package, for purposes of replacing the agencywide NTDS system. | | | | Implement AdminSTAR agencywide | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 98000008 | Martin, Lisa | MSFC | 5/4/1998 | Closed | 12/3/1998 | Emergency | DR | Small | | |

The POC Name/Phone field in the Course table has a numeric value | The POC Name/Phone field in the Course table has numeric values instead of real names. | Update the course table with the appropriate name/phone that have numeric values

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 98000007 | Martin, Lisa | HQ | 4/29/1998 | Closed | 5/17/2000 | Emergency | RC | Medium | | |

New AdminSTAR Reporting Requirement: Generate T40G report | Convert T40G report in Impromptu to point to AdminSTAR files.

| CCR # Title | Initiator | Installation | Initiation Date Description | Status | Status Date | Priority | Type | Size Recommended Action | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 98000006 | Martin, Lisa | HQ | 4/29/1998 | Closed | 12/3/1998 | Emergency | RC | Medium | | |
| New AdminSTAR Reporting Requirement: Generate T40F report | | | Convert T40F report in Impromptu to point to AdminSTAR files. | | | | | | | |
| 98000005 | Martin, Lisa | HQ | 4/29/1998 | Closed | 4/29/1998 | Emergency | RC | Medium | | |
| New AdminSTAR Reporting Requirement: Generate T40E report | | | Convert T40E report in Impromptu to point to AdminSTAR files. | | | | | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type | Size<br>Recommended Action | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 98000004<br>New AdminSTAR Reporting Requirement: Generate T40D report | Martin, Lisa | HQ | 4/29/1998<br>Convert T40D report in Impromptu to point to AdminSTAR files. | Closed | 12/3/1998 | Emergency | RC | Medium | | |
| 98000003<br>New AdminSTAR Reporting Requirement: Generate T40C report | Martin, Lisa | HQ | 4/29/1998<br>Convert T40C report in Impromptu to point to AdminSTAR files. | Closed | 12/3/1998 | Emergency | RC | Medium | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type | Size<br>Recommended Action | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 98000002<br>New AdminSTAR Reporting<br>Requirement: Generate T40B report | Martin, Lisa | HQ | 4/29/1998<br>Convert T40B report in Impromptu to point to AdminSTAR files. | Closed | 4/29/1998 | Emergency | RC | Medium | | |
| 98000001<br>New AdminSTAR Reporting<br>Requirement: Generate T40A report | Martin, Lisa | HQ | 4/29/1998<br>Convert T40A report in Impromptu to point to AdminSTAR files. | Closed | 12/3/1998 | Emergency | RC | Medium | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20040024 | Martin, Lisa | MSFC | 9/24/2004 | Closed | 10/5/2004 | Emergency | DR | Small | 6.5.1 | 10/7/2004 |
| Offsite Requests Wizard not enrolling the learner | | | The Offsite Requests Wizard is not enrolling the learner. | | | | The Offsite Requests Wizard should enroll the learner as selected. | | | |
| 20040023 | Hopson, Tinnya B | LaRC | 9/21/2004 | New | 9/21/2004 | Emergency | None | None | | |
| Fiscal Year 2004 Technical Training/Development Summary | | | Please generate a technical training/development report for the fiscal year 2004 for the following 3 subcategories:<br><br>1. Conference/Symposiums<br>2. Academic Events<br>3. e-learning.<br><br>Data requirements for each subcategories are: EVENTS, ATTENDANCE, HOURS, and COST. | | | | | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20040022 | Hoover, Sean | GSFC | 9/16/2004 | New | 9/16/2004 | Emergency | None | None | | |

Time Periods

When scheduling a course for a particular time period, when retrieving this information, I must ask for all periods instead of just selecting the time period I scheduled it in.

Example: Course H1015 (HQ Training system) Scheduled within time period June 2004, for June 4, 2004. However, when selecting the June 2004 time period and entering H1015, the system says "no data found", but when I select all time periods, the course is retrieved.

Correct time period area please.

| 20040021 | Hoover, Sean | GSFC | 9/9/2004 | Closed | 9/9/2004 | High | None | None | | |

Brio Course Schedule Query

A Brio query with the following data:

Region
Org. name
Course Title
Course ID
Sub Cat Code Field
Category Code Field
Course Completion Date
POC

Limits:
Region (v)
Sub Cat Code Field (v)
Course Begin/Completion Dates 10/1/2003-9/30/2004

Create Brio query to extract requested data.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20040020 | Hopson, Tinnya B | LaRC | 9/3/2004 | Closed | 9/3/2004 | High | None | None | | |
| Report Request | | | Requesting the complete training records for all employees in RFK. | | | | | | | |
| 20040019 | Davis, Jacky | MSFC | 8/20/2004 | Scheduled | 8/24/2004 | High | RC | Large | 7.0 | |
| The user defined fields in NORS needs to be converted to static fields. | | | The current infrastructure of AdminSTAR is utilizing dynamic user defined fields. In order to improve performance, and help in transitioning of data  a conversion of user defined fields to static fields is necessary. | | | | Provide the changes in NORS to accommodate the removal of dynamic user defined fields. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20040018<br>Report Request/ Management Development Programs | Hopson, Tinnya B | LaRC | 8/19/2004<br>Please provide a report of all employees who attended MDP courses from January 1, 2002 to August 19, 2004 for the following organizational codes: RC, RCA, RCB, RCC, RCD, RCE, RCF, RCG, RCH, RCHA, RCHB, RCHC & RCHD. | Closed | 8/19/2004 | High | None | None | | |
| 20040017<br>We need a brio report that will allow us to pull a participant list and also include the grade level of each participant. | Smith, Tina | MSFC | 8/6/2004<br>MSFC is sponsoring a leadership symposium at the end of the month and management has been requesting periodic updates on the number of attendees. Now they also want the grade level of the participants included with their name and mailcode. They wanted to know how many of the participants were Senior executives, GS15, GS14, etc. | New | 8/6/2004 | Emergency | None<br>I use the courses not completed report to pull up a list of the enrolled participants. The report has their name and mail code but we need to include a user field to display their grade as well. | None | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20040016 | Hoover, Sean | HQ | 8/2/2004 | New | 8/2/2004 | Emergency | None | None | | |

**Learner's history**

When accessing a learner's history in Adminstar, I must access the history twice before Astar allows me to view the user define fields.

When accessing it the first time, the system freezes, forcing me to Control-Alt-Delete, then end task. I then must log back into Astar, then I am able to access a learner's UDF.

Can this be corrected so I can access a UDF record the first time, without having to go into it a second time?

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| 20040015 | Shamp, Cheryl | KSC | 7/21/2004 | Scheduled | 7/21/2004 | High | RC | Small | 7.0 | |

**Requests pending in the Organization Reviewer area cannot be transferred to another designated Organization Reviewer.**

When using NASA Online Registration System for training requests that need to be approved by the Organization Reviewer. If the Primary Organization Reviewer has to be out of the office, you cannot change the requests to move to a substitute Organization Reviewer.

Example: Organization Reviewer goes on vacation a substitute person is designated to approve the requests. The only way this can be done is to provide the substitute Org Reviewer the Primary Org Reviewer user name and password to access the data.

This function should work just like the supervisor area and be able to change over from one to the other as necessary to complete the task.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title |           |              | Description     |        |             |          | Recommended Action | | | |

| 20040014 | Hopson, Tinnya B | LaRC | 7/21/2004 | New | 7/21/2004 | Medium | None | None | | |

Archive Report

Requesting Archive History for the following employees:
    Kenneth Frink
    Yvonne Dellapenta
    Deneace Hines
    Rhonda Burrell
[Note: employee SSNs have been removed from this document; contact initator
for SSNs if needed.]

| 20040013 | Hopson, Tinnya B | LaRC | 7/20/2004 | New | 7/20/2004 | Medium | None | None | | |

Training History Report

Please provide a report covering training history records fromSeptember 2002 to
July 19,2004 for the following employees:  Gary Lofswold, Lavinia Hardy and
Nicole Turner.


[Note: employee SSNs have been removed from this document; contact initator
for SSNs if needed.]

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20040012 | Shamp, Cheryl | KSC | 6/1/2004 | Scheduled | 6/1/2004 | Medium | RC | Small | 7.0 | |

When printing the evaluations, the numbers are not in correct sequence.

Fix the program so that the number sequence for the questions looks clean and correct.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| 20040011 | Martin, Lisa | MSFC | 5/27/2004 | Scheduled | 5/27/2004 | High | RC | Small | 7.0 | |

Course Title/Description Extract

MSFC is implementing a new IDP system which currenly has some course titles/descriptions.  MSFC is requesting to have a  extract run on a weekly basis so the IDP system could be  updated with new course descriptions.  The MSFC Training  organization will utilize the IDP system for the annual  training needs assessment.

The only data needed for the system would be "Course Title" and "Description".

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |

| 20040010 | Smith, Tina | MSFC | 5/17/2004 | New | 5/17/2004 | Medium | None | None | | |

Add org. code to attendance roster in AdminSTAR

Currently when you print out a class roster from AdminSTAR it will list the person's name and the name of their organization (example - Employee and Organizational Development Department). I have received several requests from co-workers asking that the Org. code be added in front of the particpant name.

| 20040009 | Smith, Tina | MSFC | 5/14/2004 | New | 5/14/2004 | None | None | None | | |

Incorrect Time Period when Scheduling Classroom training

Because we have several new data entry folks, we have encountered some errors where classes were scheduled in the incorrect time period. Right now the only way to correct the problem is to delete that course instance and create a new one in the correct time period.

Have the system set up so that if a class is accidently scheduled in the wrong time period we can go in and indicate the correct time period on the calendar and the system will automatically update it without us having to go through the process of re-creating the course instance and re-enrolling people.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20040008 | Smith, Tina | MSFC | 5/14/2004 | New | 5/14/2004 | Medium | None | None | | |
| Course consolidation capability | | | Vanessa Suggs coordinates the Alabama A&M Executive Development Programs (Modules I and II).  While reviewing the course data, I found Module I listed four different ways in the system and Module II listed three different ways. | | | | If possible we would like to consolidate or merge these seven courses into two courses: (1) Alabama A&M Executive Development Program, Module I (2)Alabama A&M Executive  Development Program, Module II.

This will properly identify the course modules so that  employees will not get confused about their training history.  As an example, I received a call recently from a person saying that the Alabama A&M Module I was not listed in her training history.  However, when I looked, I discovered it was listed as Executive Development Program. | | | |
| 20040007 | Hoover, Sean | GSFC | 5/7/2004 | New | 5/7/2004 | Emergency | None | None | | |
| Individuals not receiving credit for courses completed | | | When Goddard employees view their training profiles on the Goddard OHR web site, they are not able to view their entire history since Astar is not moving their completed instances to their history files.
Also, when running queries on information supposed to be contained in the history table, this information is not available to report on. | | | | Correct bug. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20040006<br>User Define Fields NOT populating in history files | Hoover, Sean | HC | 5/7/2004<br>When results are returned from querying Astar, some of the data entered in 2003 and 2004 is returned with the User Define Fields blank. Since these fields were programmed to be mandatory, this shouldn't happen. | Closed | 5/7/2004 | Emergency | RC<br>Correct bug. | Small | 6.5 | |
| 20040005<br>Astar reporting learner conflict when there isn't one. | Hoover, Sean | MSFC | 4/19/2004<br>When attempting to enroll a civil servant in a agency course offering, system responds that their is a learner conflict,  which in my understanding means that the person is enrolled in another course offering during the same date and times which I am currently trying to enroll them into another course  offering. This current problem is with:Mr. Richard Zwierko has completed a full cost course on March  17, 2004. The HQ Training Office cannot enroll this HQ civil servant in the course and provide him credit for completion,  until this problem is corrected. | New | 4/19/2004 | Emergency | None<br>This is an immediate concern | None | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20040004 | Conrad, Dennis C | GRC | 4/14/2004 | New | 4/14/2004 | Emergency | None | None | | |

Need Brio report created for Agency-wide Academic Training Data Call

There is currently a congrsiional investigation going on in regards to Academic Degree Training.  Need a Brio composite training history report created to pull the data from Active and Archive Training History.

Create a Brio report as follows:

Request= Center Name, OrgID, Employee Name, LearnerID, CourseID, Course Name, Date completed, Academic Credit-Code (UDF), Total Direct Cost (UDF), Category Code (UDF), and Vendor name.

Limit= Region Name(V1), Date Completed(V2)(This should be a date range), Category Code(V3), Academic Credit Code(V4)

Sort= Region Name, LearnerID, Completion Date

No report is needed.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20040003 | Marske, Jason | MSFC | 2/25/2004 | Closed | 6/1/2004 | High | RC | Small | 6.5 | |

Add a area to manage a list of the reasons why the student is dropping a course.

Need a way for students in NORS to select a reason why they are dropping a course and a area in AdminSTAR to manage this list.

Add a area to manage a list of the reasons why the student is dropping a course based on the center.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20040002 | Smith, Tina | MSFC | 1/30/2004 | Approved | 1/30/2004 | High | RC | Small | | |
| Need a Offsite Supervisor Pending/Approval/Denial Report | | | Currently there is no way to check where a offsite requests is in the approval process. | | | | Create a report similar to the Onsite Supervisor Pending/Approval/Denial Report for offsite requests. | | | |
| 20040001 | Shamp, Cheryl | KSC | 1/27/2004 | Withdrawn | 1/28/2004 | High | None | None | | |
| Report needed to extract pending requests that may be in Supervisors area waiting on approval. | | | Need report to see Supervisors subordinates requests setting in pending awaiting approval or denial. | | | | Create report in Brio to extract data from the Supervisors Approved, Denied, or Pending subordinates training requests. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|------------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20030074 | Cain, Jamie | MSFC | 12/19/2003 | Approved | 12/19/2003 | High | RC | None | | |
| Brio Issue | | | USER REPORTS THAT SINCE THEY RECEIVED AN UPDATED VERSION OF BRIO QUERY THEY ARE UNABLE TO CONNECT TO ADMINSTAR AND GET TO THEIR BRIO QUERY TABLES. | | | | | | | |
| 20030073 | Marske, Jason | MSFC | 12/15/2003 | Closed | 1/16/2004 | High | RC | Small | 6.4 | 12/23/2003 |
| Add enroll button to offsite request | | | Currently if you approve an offsite request you go into the enrollment wizard. If you chose to not enroll the learn when approving (for example one person approves the request and another such as a contractor does the enrolling) then there is no way to use the wizard to enroll the learner. | | | | Add a enroll button and status to the offsite request screen and break up the approving from the enrolling. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030072<br>Correct Org code in Archive records | Rowell, Steve | MSFC | 12/10/2003<br>The SOLAR Test Score interface is sending underscores to the AdminSTAR in the org code. | Closed | 2/11/2004 | High | RC<br>Correct Archive records that contain an underscore "_" in the org code instead of a dash "-". | Small | | |
| 20030071<br>Need field added to HX Export Both query | Conrad, Dennis C | GRC | 12/1/2003<br>Solar is now automatically adding records to the AS Learner Course Archive Table. We currently do a nightly download into a Center specific application and have the need to only download the Solar data from the Archive table. I order to get to those records, we need the field "Rec Source" added to the "Agency HX Extract Both" query | Approved | 12/1/2003 | High | RC<br>Add the Field "Rec Source to the "Agency HX Extract Both" query. | Small | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030070<br>Adding Instructors | Hoover, Sean | GSFC | 11/27/2003<br>When entering new instructors, a number appears in the name of the instructor field when viewing the schedule, instead of the instructor's name. If I select an instructor that was entered prior to release 6.3, Astar reflects correct information. This also happens in Astar 6.3 review. | Approved | 11/27/2003 | High | DR | Small | | |
| 20030069<br>Modify Stored Procedure for SSO Interface | Rowell, Steve | MSFC | 11/14/2003<br>The Stored Procedures that insert and update Learner records from SSO need to be modified to disallow duplicate SSO-Users-IDs and/ or overwriting existing SSO-Users-IDs. | Closed | 11/14/2003 | Emergency | RC<br>Modify the Stored Procedure code in AdminSTAR (and/or use database constraints) to prevent duplicate SSO-Users-Ids from being stored in the AdminSTAR Learner table, or overwriting existing SSO-Users-Ids from data being passed from the SSO. | Small | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20030068 | Rowell, Steve | MSFC | 11/6/2003 | Approved | 11/6/2003 | High | RC | Small | | |
| Load JSC contractor into AdminSTAR from SSO | | | JSC has requested that all their contracts be mass loaded into AdminSTAR using the data that is available in SSO. | | | | Write a routine that will extract all JSC contractors from SSO (that do not have a valid Learner-Id) and build AdminSTAR Learner Records from the data. | | | |
| 20030067 | Rowell, Steve | MSFC | 11/6/2003 | Approved | 11/6/2003 | High | RC | Small | | |
| Refresh Civil Servant Data | | | User have made erronious changes to their profile data, which may cause metric reports to be wrong. | | | | Refresh the civil servant learner records with the NPPS extract file. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030066<br>Saving course changes | Hoover, Sean | GSFC | 10/16/2003<br>Within course manager, when either updating or changing a current course title or course description, the pop up box asks whether or not you would like to save your changes. Clicking on "NO" saves the changes just as clicking on "YES" would. | Approved | 10/16/2003 | High | DR<br>Self-explanatory. | Small | | |
| 20030065<br>Single Sign On (SSO) user id is not displayed in the Learner Editor | Davis, Jacky | MSFC | 9/29/2003<br>Currently there is no way for the training office to uniquely verify a learner matchup with Single Sign On(SSO). | Closed | 1/16/2004 | High | RC<br>Display the SSO Users ID in the Learner Editor. A separate 1620 is also created for SSO to display the same info on the SSO Admin screen. | Small | 6.4 | 12/23/2003 |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | | | Description | | | | Recommended Action | | | |
| 20030064 | Garcia, Tobias | ARC | 9/16/2003 | Approved | 9/16/2003 | Low | RC | None | | |
| duplicate learner needs account merge | | | In AdminSTAR, there are two accounts for Tobias Garcia, that require merging. The contractor employee entry is the current one. The civil servant entry is no longer active. | | | | Please merge the two accounts, making the contractor employee entry the master account, and transfer any training records for the civil servant entry to the contractor employee entry. | | | |
| 20030063 | Hoover, Sean | GSFC | 9/9/2003 | Approved | 9/17/2003 | High | RC | None | | |
| Civil Servants email accounts | | | Civil Servants email accounts in A* (Goddard) must be changed from the present pop accounts to their new ONE NASA email account. As I understand, the pop email addresses for contractors will remain the same, however, the civil servants will have a ONE NASA email account only. POP email accounts for civil servants are supposed to be rendered inactive sometime in FY04. | | | | SSO email accounts are accurate. Anyway to transfer these accounts to A*? | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030062 | Martin, Lisa | MSFC | 8/8/2003 | Closed | 1/16/2004 | High | RC | Small | 6.4 | |
| Need Course ID on the Offsite requests screen | | | No way to search by course ID. | | | | Add course ID to the Offsite Requests Screen. | | | |
| 20030061 | Martin, Lisa | MSFC | 8/8/2003 | Closed | 1/16/2004 | High | RC | Small | 6.4 | |
| Organization needed for Onsite/Offsite request | | | Currently there is no way to retrieve or sort by an organization for onsite and offsite requests. | | | | Add Organization to the retreival arugments for onsite and offsite requests. | | | |

| CCR # Title | Initiator | Installation | Initiation Date Description | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date Recommended Action |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030060 New Grade Code Request | Hoover, Sean | GSFC | 8/18/2003 GSFC needs to track academic courses that are withdrawal w/o reimbursement and withdrawal with reimbursement. Presently this cannot be accomplished since all grade codes are used by GSFC. | Approved | 8/18/2003 | Emergency | RC | Small | | Please add a grade WR (withdrawal reimbursement), so GSFC may track academic courses that require NASA to be reimbursed for the PAID training. Please add the letter "I" for incomplete and "U" for unsatisfactory. |
| 20030059 The AdminSTAR interface with NPPS needs to be modified. | Davis, Jacky | MSFC | 8/13/2003 With the implementation of NPPS CCR 20030029 - Veterans Preference, the interface from NPPS to AdminSTAR needs to be adjusted. | Approved | 9/17/2003 | None | RC | Small | | Modify the AdminSTAR interface, including the ASTAR Importer to accept the Veterans Preference Code sent from NPPS. |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030058 | Coons, Kimberly | JSC | 8/6/2003 | Withdrawn | 8/6/2003 | None | None | None | | |
| Org Reviewers | | | In Astar under Offsite Training Requests there is a place for org reviewer notes, but org reviewers are out of the approval loop. The org reviewer isn't even in the email notice loop. | | | | The Offsite approval processes should go through everyone, as the orgs usually hold the "travel money purse." | | | |
| 20030057 | Coons, Kimberly | JSC | 8/6/2003 | Approved | 8/6/2003 | Emergency | RC | Medium | | |
| Connection issues | | | This happens a great deal to me, I spend the greater half of my day in Astar doing my data entry and it is very frustrating when you are just about done saving the UDF's or attendees (none of which will save) just to have your connection drop off. All that hard work you must have to do again. We are all busy folks and this becomes a strain. | | | | We need to look into the server issues and see if there isn't a way that the centers can have speed like we experienced there at Marshall during our training in June. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030056<br>Display | Coons, Kimberly | JSC | 8/6/2003<br>In the Edit Learner - Work information screen, you will see that your work phone number displays correctly. However, when you go to the Find Learner it is displayed incorrectly. | Approved | 8/12/2003 | None | RC<br>The phone number should display correctly anywhere it is called up. | None | | |
| 20030055<br>Email Notification | Coons, Kimberly | JSC | 8/6/2003<br>In my notification email it says "Classes will be held at *None Specified*" But for the date and time information lines it actually gives me Aerospace Academy - Room A. Also, have no memos to choose from it automatically sent the note. | Withdrawn | 8/6/2003 | None | None<br>Is this a bug? It should tell me everything that I need to know so I shouldn't have to contact anyone. | None | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030054<br>Missing fields | Coons, Kimberly | JSC | 8/6/2003<br>Missing fields | Withdrawn | 8/6/2003 | None | None<br>Fields should be in both locations and information pulled like the others. | None | | |
| 20030053<br>Emails | Coons, Kimberly | JSC | 8/6/2003<br>When a request is approved by the training org, the person approving the request has their email address shown to the learner. | Approved | 8/6/2003 | High | RC<br>We discussed having a general email address, that would state not to respond to this address. | Medium | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030052<br>Org Reviewer Notes | Coons, Kimberly | JSC | 8/6/2003<br>When training office approves we are prompted in input notes.The notes do not show up in email. | Withdrawn | 8/13/2003 | None | None<br>The comments need to show up in the email. | None | | |
| 20030051<br>Course Session | Coons, Kimberly | JSC | 8/6/2003<br>While setting up a course session, checked "cancelled" and it would not let me de-select got the error: "Scheduling Conflict: Instructor is not available on this day at this time...conflicts with previous schedule. | Approved | 8/6/2003 | None | DR<br>We should be able to de-select the cancellation box and proceed without errors. | None | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20030050 | Garcia, Tobias | ARC | 7/30/2003 | Approved | 7/30/2003 | Medium | RC | Small | | |
| In A*STAR add a "Waitlist" button on course enrollment screen | | | Currently, in the Course Enrollment Screen, there is no direct path to the Waitlist Screen. Accessing the Waitlist Screen from the Course Enrollment Screen requires returning to the Course List , selecting the particular course, and selecting "Action-->Waitlist'" from the top menu bar. Since AdminSTAR doesn't tile window screens by default, this navigation is cumbersome. | | | | Please add a button/navigation aid in the Course Enrollment  Screen that directly sends the user to the Waitlist Screen, while sending the Course Enrollment Screen to the background, to allow back-and-forth navigation between the two screens. | | | |
| 20030049 | Conrad, Dennis C | GRC | 8/1/2002 | Closed | 5/28/2004 | High | RC | Small | 6.5 | |
| No print capabilities for On-site Training Request | | | Currently in version 6.3 there is no capability to print an On-site Training Request. | | | | Provide capability to print either 1 or multiples of the on-site training request | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20030048 | Conrad, Dennis C | GRC | 8/1/2003 | Closed | 5/28/2004 | High | RC | Small | 6.5 | |
| No print capabilities for Off-site Training Request | | | Currently in version 6.3 there is no capability to print an Off-site Training Request. | | | | Provide capability to print either 1 or multiples of the off-site training request | | | |
| 20030047 | Martin, Lisa | MSFC | 7/30/2003 | Approved | 7/30/2003 | None | RC | None | | |
| Remove the "Word Processor" tab from the training area defaults screen. | | | | | | | | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|-----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20030046 | Martin, Lisa | MSFC | 7/30/2003 | Approved | 7/30/2003 | Medium | RC | None | | |
| Edit Scheduled Course Screen - Approval Level | | | Change "Training Office" to "Training Organization" | | | | | | | |
| 20030045 | Martin, Lisa | MSFC | 7/30/2003 | Approved | 7/30/2003 | Medium | RC | None | | |
| On the "Edit Scheduled Course" screen when specifying dates, the calendar should default to the month that was defined on the "View Schedule Course" Screen. | | | When creating a course occurrence in AdminSTAR, you have to specify a "Time Period" on the View Scheduled Course screen. Upon retrieval of a particular course at the "Edit Scheduled Course" screen, when specifying a date, the calendar defaults to the current month. Request that the system default to the month specified on the View Scheduled Course screen when defining the time period. | | | | | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030044<br>NORS - Email Data | Coons, Kimberly | JSC | 7/24/2003<br>In NORS, currently the emails do not contain start and end times. | Withdrawn | 8/8/2003 | Emergency | None<br>Suggestion is to include in the notification emails and the waitlist emails, the name of the course, the dates and times of the course being approved. | None | | |
| 20030043<br>NORS - FAQ's and HELP Screens | Coons, Kimberly | JSC | 7/24/2003<br>In NORS - instructions were given to help design information to put in these places.  It currently, does not define what a civil servant or contractor is. | Withdrawn | 8/8/2003 | None | None<br>Suggestion is to place these definitions for employees to understand what a contractor vs civil servant are under the FAQ's and Help screens. | None | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |

| 20030042 | Coons, Kimberly | JSC | 7/24/2003 | Withdrawn | 8/8/2003 | High | None | None | | |

NORS - Denial Email

In NORS the functionality to let employees know why their training requests were denied is not there.

Suggestion is to show an employee under NORS/AStar (Both areas) the reason(s) given by Supervisor/NASA Sponsor and Org Reviewer as to why the request was denied.

| 20030041 | Coons, Kimberly | JSC | 7/24/2003 | Withdrawn | 8/8/2003 | Medium | None | None | | |

NORS - Course Schedule

In NORS on the Course Schedule page it only lists the dates  for each class and not the times.

Suggestion is to show the times and dates for the class.

I.E.  Access 2000  Thu. Dec. 4, 2003  8:30 - 12:00
Fri. Dec. 5, 2003  1:30 - 4:30

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030040<br>Contractors vs. Civil Servants registration | Coons, Kimberly | JSC | 7/24/2003<br>There are several classes that a contractor cannot enroll in, whereas a civil servant can. | Approved | 8/8/2003 | High | RC<br>Suggestion is by using their sso information, can't NORS tell  that they are a contractor? If so, then gray out or make it<br>where they are unable to see the courses that are for civil  servants only.<br><br>It has been brought to my attention that this was a  requirement in the 1st design review. | Small | | |
| 20030039<br>Evaluation Form Archive | Coons, Kimberly | JSC | 7/24/2003<br>In the NORS system (or AStar) there doesn't appear to be a place for evals to be archived. | Withdrawn | 8/8/2003 | None | None<br>Suggestion is to format a location whether in Astar or NORS to save the evals in an Archive folder. | None | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 20030038<br>NORS functionality | Coons, Kimberly | JSC | 7/24/2003<br>There isn't a database driven calendar to display schedule of courses. | Withdrawn | 7/24/2003 | Low | None<br>As a nice feature, create a database driven calendar that you can see at a month's glance the schedule of classes. | None | | |
| 20030037<br>NORS - Offsite training request | Coons, Kimberly | JSC | 7/24/2003<br>When an employee goes to the offsite training request and fills in the required information, they have no way to print it out and are not given further instructions. | Withdrawn | 7/24/2003 | Emergency | None<br>Suggestion is to have a print page pop up with the message that "Your request for enrollment has been successfully submitted." "This is only a request, approval notification will come from your Training & Development Organization upon receipt of this page and backup materials." | None | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20030036 | Coons, Kimberly | JSC | 7/24/2003 | Withdrawn | 8/7/2003 | Emergency | None | None | | |
| NORS - Offsite Training Request | | | Currently as NORS has the offsite training, the screen pops up and the employee begins typing in the pertinent information.   It doesn't give the employee all the details letting them know that this is just a request not a confirmation of enrollment. | | | | Suggestion would be to add the verbiage some place close to the form for the employee to see that says:  The offsite training request is open only to civil servants. And, by  filling out the form below, you understand that this is only a request for training.  An approval notification will come from your Training & Development Organization. Then they fill out the information requested and hit the submit button to get another screen that states: Your request for enrollment has been successfully submitted. | | | |
| 20030035 | Coons, Kimberly | JSC | 7/23/2003 | Approved | 7/23/2003 | High | RC | Small | | |
| Evaluation Notification | | | In Astar/NORS, if any employee does not complete an evaluationthe employee doesn't receive notification that they are  delinquent in doing this. | | | | Suggestion would be to have an email sent to the employee  within a 2 week time period reminding them that they have evaluations to complete.  If a more demanding approach is necessary then include a time constraint, like ..... it has been 2 weeks since you took {Class} and an evaluation must be filled out and submitted within {alloted time}. | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| 20030034<br>Scheduling of Rooms | Coons, Kimberly | JSC | 7/23/2003 | Approved | 7/23/2003 | High | RC | Medium | | |

In Astar, when setting up a course in course schedule, you cannot schedule multiple rooms on the same day.  The schedule creates a separate line item for each day and you can separate rooms for that.

I.E.:  A class will be held for two days, but today you will  need to meet in Room A for 4 hours and tomorrow it is necessary to meet in Room B on an individual basis, but you  will block the room for 4 hours.

Suggestion would be to make Astar able to allow for multiple  room scheduling.

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|---|---|---|---|---|---|---|---|---|---|---|
| 20030033<br>Field relocation | Coons, Kimberly | JSC | 7/23/2003 | Approved | 7/23/2003 | Medium | RC | Small | | |

Astar has a lot of windows to manipulate through, suggestion given at training in June, was to move the Training Coordinator and Cut-Off Date fields to the Course Schedule detail screen to avoid having to click to another screen.

Move the Training Coordinator and Cut-Off Date fields to the Course Schedule detail screen.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20030032 | Coons, Kimberly | JSC | 7/23/2003 | Withdrawn | 8/7/2003 | Emergency | None | None | | |
| NORS - Offsite Training | | | When you go to NORS and see the options on the menu bar, the verbiage for offsite training currently states "Request New Course Offering". This is extremely misleading, it could possibly mean that you have a brand new, hot item for a course. We have to look at it from the customers viewpoint and how they would interpret it. | | | | Suggestion is to change verbiage to state "Request Offsite Training". | | | |
| 20030031 | Coons, Kimberly | JSC | 7/23/2003 | Approved | 7/23/2003 | Low | RC | None | | |
| UDF Fields | | | In Astar when the UDF's window pops up, the focus is not set to the first field. You must move the mouse to your location. | | | | Have the window pop up with the cursor set in the first field so that you may begin inputting your data. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20030030 | Coons, Kimberly | JSC | 7/23/2003 | Approved | 8/29/2003 | Low | RC | Small | | |
| UDF Fields | | | While in the windows for the UDF's you are unable to navigate from one window to the next without moving your mouse. | | | | Suggestion is to put all UDF information on one screen or allow the use of shortcut keys to maneuver through the tabbed screens. | | | |
| 20030029 | Garcia, Tobias | ARC | 7/11/2003 | Approved | 7/11/2003 | Medium | RC | Medium | | |
| Limited option in Course request multiple approvals and denials | | | Currently, the option in AdminSTAR (for on-site courses, but it could also be applied to off-site courses) for approving a list of requested courses, is to approve/deny each individually, rather than in groups, or as a whole. If the request list is a long one, this becomes a redundant and time-costly chore. | | | | Allow functionality to have separate approve/deny checkboxes (one checkbox for approve, one for deny) for each of the courses in the list, and also include option for admin to select and approve/deny multiple instances before saving the changes. To further enhance the task, Include at the top or bottom of the list separate checkboxes/buttons to "Approve All" and "Deny All". If a cause must be included for denials,allow a text box option to pop up so that the admin may enter a reason/comment, and this comment can be included in whatever notification that is sent to the requestor. This option can also be enabled for approvals. The CCB group can discuss if the comment option should be a required entry field, or kept optional. An alternative is to use STARNotes for a generic advisory content. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030028<br>No way to reactivate an employee from civil servant to contractor or contractor to civil servant. | Conrad, Dennis C | GRC | 7/11/2003<br>When Adminstar is rolled out with SSO, we will lose the capability to reactivate an employee in the learner editor. | Withdrawn | 7/11/2003 | Medium | None<br>Provide the capabilty to reactivate an employee from civil servant to contractor and contractor to civil servant. | None | | |
| 20030027<br>No capability to create a new vendor through the Off-site Request Wizard in version 6.3 | Conrad, Dennis C | GRC | 7/11/2003<br>When creating a session throught the Off-site request wizard  in version 6.3, a vendor is assigned to the session.  If the vendor does not exist, you must exit the process and enter the new vendor through the vendor editor and then go back into the session to add the vendor to the session. | Approved | 7/11/2003 | High | RC<br>Add the capability to add a new vendor through the Off-site request wizard. | Small | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030026 | Kirkpatrick, Cindy | KSC | 6/26/2003 | Approved | 6/26/2003 | Medium | RC | Small | | |
| Addition of "SubCat Code" UDF field added to the report Training Hx by Mailcode in the Archive Reports Test area. | | | We need to have a field added to a canned report for KSC download. We need to have the "SubCat Code" UDF fieldadded to the report Training Hx by Mailcode in the Archive Reports Test area (for both archived and current Adminstar data).This UDF is located in the AS_LRNR_CRSE_UDF_CE (COURSE ENROLLMENTS) and AS_LRNR_CRSE_UDF_CI (COURSE INSTANCES). This will be a permanent change and not a one time request for us. I download this report on a monthly basis for inclusion in our Employee Data Warehouse where the information is used by different applications and this new field is required to support our ATDS application. | | | | Add the required field to the report for KSC. | | | |
| 20030025 | Davis, Jacky | MSFC | 6/23/2003 | Approved | 6/23/2003 | None | RC | Medium | | |
| The JSC contractor user profile information in SOLAR needs to be placed in AdminSTAR. | | | Johnson Space Center is in need of a mass load of contractor profile informantion loaded into AdminSTAR. This will allow SOLAR history data to be transferred over to AdminSTAR Archive. | | | | Coordinate with SSO/SOLAR team to extract JSC contractor learner data to be mass loaded into AdminSTAR. | | | |

| CCR # Title | Initiator | Installation | Initiation Date Description | Status | Status Date | Priority | Type Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030024 | Coons, Kimberly | JSC | 6/24/2003 | Approved | 6/24/2003 | Low | DR | Small | | |

No repeating data

What I was doing, to give you some background, is looking in *all periods* for the course id "ZBEP" and when they came up the January courses do not show the title of the course, however, when you open up the course to see the information itdoes show the course title.

As explained to me by the technician, Astar was designed to show only one title listing, this is however deceiving.  It  looks like an error has occurred.  The recommendation would beto allow the course title to appear in all course instances.

| CCR # Title | Initiator | Installation | Initiation Date Description | Status | Status Date | Priority | Type Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030023 | Conrad, Dennis C | GRC | 6/3/2003 | Hold | 6/3/2003 | Medium | DR | None | | |

Erroneous data displayed in UDF's On-duty Hours and Off-Duty  Hours in vendor courses module

When entering 1 thru 4 duty hours in the user definded fields of On-duty and Off-duty hours in the vendor courses module and saving, erroneous data is showing up. For 1 hour it is displaying 1=No Academic Credit, for 2 hours it is displaying 2=Graduate Academic Credit, for 3 hours it is displaying 3=Undergraduate credit and for 4 hours it is displaying  4=secondary academic credit.  If you register a person and look at their UDF's the same thing appears.  If you use anything greater than 4 everything appears correctly.  This is not carrying over to the training history file.  In training history, 1 hour is showing up as 1.00 and so on.  It appears to be a display bug in the vendor course module.

I've created a course in our course file with the name of TESTand then created the course in the Vendor Course area which  shows the erroneous date in those 2 UDF's.

Fix the module to display the right data when entering 1-4 on  or off-duty hours.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20030022 | Martin, Lisa | MSFC | 5/21/2003 | Withdrawn | 5/21/2003 | High | RC | Small | 6.3 | 6/30/2003 |
| Need an area to manage Supervisors. | | | Need to be able to move a learner's pending request from the old supervisor's inbox in NORS to the new Supervisor's inbox in NORS from A*STAR. | | | | Add an Area to manage supervisors in A*STAR. | | | |
| 20030021 | Clark, Janet L | GRC | 5/16/2003 | Approved | 5/16/2003 | Medium | RC | Small | | |
| Library Manager Loan Module | | | The Library Manager Loan Module does not allow you to enter the current date as the due date. If a person is borrowing a program and returning it on the same day, you cannot use the current date, you get an error message stating "Due dates must be extended forward, please enter a future date." In addition the Loan Module does not allow you to put in the date the program will be borrowed on, it only puts the current date and does not allow you to change it. | | | | Make changes to the Loan Module so that the due date field can accept the current date for a loan and change the borrow on field so that you can put in an advance date. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030020 | Clark, Janet L | GRC | 5/16/2003 | Approved | 5/16/2003 | Low | RC | Small | | |

Elminate need to select "GRC" prior to scheduling learning carrel and time.

Before you can schedule a learning carrel and time you have to select the Learning Center first.

It would be more efficient to have the Learning Center field name default to your own Center. This would eliminate the need to have to select it from the drop down box everytime you shedule someone in the Learning Center.

| 20030019 | Conrad, Dennis C | GRC | 5/7/2003 | Approved | 5/7/2003 | Medium | RC | Small | | |

No selection by name capability

In Archive history, one must know the Learner ID in order to retrieve archive training history. This requires the system user to go to the Learner module to retrieve the Learner ID.

Provide a Name search capabilty similiar to the one in the Learner module.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |

| 20030018 | Conrad, Dennis C | GRC | 5/5/2003 | Approved | 5/13/2003 | Medium | RC | Small | | |

When looking up Archive training history for a learner, you are required to select a Center as part of the filter criteria.

When looking up Archive training history for a learner, you are required to select a Center as part of the filter criteria. The problem is that when a Learner transfers from Center to Center, the archive history stays with the Center where the history was imported thus requiring us to select each center individually to verify if there are any records associated with another center.

Either the filter on Center should be removed so that it searches the entire database, or have the option to select more than one Center, or have a selection for "All Centers"

| 20030017 | Gates, Sheryl | MSFC | 4/24/2003 | Approved | 5/13/2003 | Medium | DR | Small | | |

Learner Enrollment Conflict

This error was reported by Sean Hoover @ HQ/GSFC. When trying to enroll a learner in a scheduled occurence in the Classroom Manager, received an error: Unsuccessful Enrollment due to Learner Enrollment Conflict.When I looked in the system, the learner was indeed scheduled for another course occurence on the same day. The problem is that the first occurence had been cancelled, and therefore, there should not have been an enrollment conflict. Not sure if this is a bug, or a performance design issue.

When system is edit checking to see if learner is already enrolled in a course for those days, don't include any coursesthat have a status of CANCELLED.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030016<br>Update EMPIND in AdminSTAR | Burleson, Jan B | MSFC | 4/7/2003<br>A new field has been added to LEARNER_COURSE and AS_LEARNER_COURSE_ARCHIVE to track the employee type when they took a class. This field is not currently being updated in AdminSTAR. | Approved | 8/12/2003 | None | RC<br>Modify AdminSTAR active and archive history to update the EMPIND when records are inserted into the database. | None | | |
| 20030015<br>AdminSTAR Brio Report Changes | Burleson, Jan B | MSFC | 4/7/2003<br>Modify existing AdminSTAR Brio reports (active and archive data) to<br>1. Process using EMPIND instead of XXXX-CONTRACTOR/XXXX-NNCS.<br>2. Include learner id in reports that currently only have learner name because there are two Susan Andersons but all their data is lumped together like it's one person.<br>3. Allow users to include/exclude active/inactive learners. | Approved | 4/7/2003 | Medium | RC<br>Make modifications to reports. | Medium | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030014 | Gates, Sheryl | MSFC | 4/2/2003 | Approved | 4/2/2003 | High | DR | None | | |
| Learner Search by Name - Apostrophe error | | | When I try to search by Learner Last Name, if I type an apostrophe in the name (ex: O'Connell), I receive the following database error: Database Message: Cursor is not open<br>However, I can retrieve this learner by the Learner ID if I have that information. The problem is retrieving by last name when the learner id is not available. | | | | | | | |
| 20030013 | Coons, Kimberly | JSC | 3/21/2002 | Approved | 3/21/2002 | High | RC | Small | | |
| Data check in Vendor Course area | | | We here at JSC have experienced someone entering a course instance into the vendor course area that inadvertantly was given the wrong completion date. | | | | It is to my understanding that it is imperative that invalid data doesn't get entered into any area of the AdminStar.  I am recommending that a data check be placed in the vendor area (similar to the Schedule Classroom Training area) that will flag us with a message "are you sure you want this date, it is in the future". And in any other fields that could prevent us from having errors in the system. | | | |

| CCR # Title | Initiator | Installation | Initiation Date Description | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date Recommended Action |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030012 | Burleson, Jan B | MSFC | 3/18/2003 | Closed | 3/18/2003 | Medium | RC | Small | | |
| Add Vendor Name to Agency Composite Training Hx Brio Report | | | GRC has requested that Vendor Name be added to Agency Composite Training Hx Brio Report since it is now available. | | | | | | | Add Vendor Name to Agency Composite Training Hx Brio Report |
| 20030011 | Burleson, Jan B | MSFC | 3/18/2003 | Approved | 3/18/2003 | Medium | RC | Small | | |
| Add Vendor Code/Name to Archive Screen | | | Some of the centers have requested that the Vendor Code and Vendor Name be added to the AdminSTAR Admin Archive screen. | | | | | | | Add Vendor Code and Vendor Name to the AdminSTAR Admin Archive screen. |

| CCR # Title | Initiator | Installation | Initiation Date Description | Status | Status Date | Priority | Type Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030010 | Burleson, Jan B | MSFC | 3/17/2003 | Closed | 3/27/2003 | Medium | DR | Small | | |
| Refresh Learner Transfers | | | Currently NPPS send two records for learners that transfer - one for the old center with a termination date and one for the new center.  This AdminSTAR filter creates one record for each and when the old record with the termination date is processed last the learner is terminated instead of transferred.  Also, per Sheryl, a center may not actually terminate a learner until weeks after they have left which also results in the leaner being terminated instead of transferred. | | | | Fix exsting records (about 10) and modify AdminSTAR refresh process. | | | |
| 20030009 | Davis, Jacky | MSFC | 3/13/2003 | Closed | 3/13/2003 | None | RC | Small | 6.2.2 | |
| In preparation for the Single Sign On(SSO) release, code changes need to be made to disable editing capability in AdminSTAR for Learners and Orgs. | | | Once the Single Sign On(SSO) release is implemented it will be the central location for Learner and Org changes. AdminSTAR needs to be changed to disallow changes to certain fields in the Learner and Org editor. | | | | Change the Learner and Org editors in AdminSTAR Admin. To disallow editing of key fields that are being maintained in Single Sign On (SSO). This includes inserting and deleting. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030008 | Davis, Jacky | MSFC | 3/13/2002 | Closed | 3/13/2002 | Medium | RC | Small | 6.2.2 | |

With the implementation of NORS some courses need to be set to inactive status.

Once the implemenation of NORS 1.1 has been released the majority of the AdminSTAR courses needs to be set to inactive. Only course(s) that have a course session with a schedule date > impl date need to be active. Set all other courses to inactive.

Create a script to set all courses to active that have a course session with a scheduled date greater than the release implementation date. Only the scheduled date for day number 1 will be checked. Set all other courses to inactive.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030007 | Hoover, Sean | HQ | 3/12/2003 | Approved | 3/12/2003 | High | RC | Medium | | |

Credit Hours, course occurence hours and amount of days information request when adding a new course.

The only change we can make to a particular course is the course occurrence hours and the amount of days. The credit hours which are required information for academic courses, can only be tracked within the course edit section. The other areas mentioned can be changed when creating the course occurrence. When creating academic course titles and ID's, we must use a separate ID for every course title, regardless if the course is the exact same name. The reason for this is that we cannot change the credit hours of the course if they are different.

I am asking that the fields residing within the course edit area (Days Sched., Hours/Day, CEU and Course Type) be moved to the edit schedule area, since these fields have to do with the occurrence and not the course title.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | | | Description | | | | Recommended Action | | | |
| 20030006 | Conrad, Dennis C | GRC | 3/6/2003 | Approved | 3/6/2003 | Medium | RC | Small | | |
| No print capability in the History Archive section | | | Currently when you go into History Archive, there is no capability to print out a record. | | | | Install a print button on the History Archive screen as it is  in the active history file. | | | |
| 20030005 | Gates, Sheryl | MSFC | 2/7/2003 | Approved | 2/7/2003 | High | RC | None | | |
| Duplicate Learners | | |  When a new employee is entered into NPPS, our interface creates a new learner.  If that new employee was entered with the incorrect social security number, the NPPS adminstrators go in and make a correction to their employee record.  Since AdminSTAR uses the ssn as the unique identifier, it reads the updated ssn as a new employee and creates a new record for the same person with the updated ssn as the new learner id. | | | | Not sure what the best solution is to prevent the system from creating duplicate learners, but we'll also need to clean up  the duplicates already existing. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20030004<br>Add Archive Hx Data to History Extract Report | Burleson, Jan B | MSFC | 2/3/2003<br>The current History Extract report extracts active AdminSTAR history and not archive AdminSTAR history. | Withdrawn | 2/3/2003 | None | RC<br>Add archive data to Hx Extract report. | Small | | |
| 20030003<br>Add Archive Data to AdminSTAR History Extract Report | Burleson, Jan B | MSFC | 2/3/2003<br>The current History Extract Report extracts active AdminSTAR history and not archive AdminSTAR history.. | Closed | 2/10/2004 | None | RC<br>Add archive data to History Extract report | Small | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20030002 | Burleson, Jan B | MSFC | 1/14/2003 | Closed | 1/24/2003 | None | RC | Medium | | |
| Add Vendor Code to NTDS History Extract | | | NTDS Vendor Code needed to create Brio reports on archive vendor data. | | | | Add Vendor Code to NTDS History Extract (TOOLAS20). | | | |
| 20030001 | McCaul, Valerie D | MSFC | 1/10/2003 | Approved | 1/10/2003 | High | RC | None | | |
| Self-Study Learning Center Usage Reports | | | In looking to pull metrics from Impromptu for the Self-Study Learning Center, we have noticed that the current set-up reports do not record accurate numbers. (The current reports exclude course material that is both 'extended' and returned during the report time period.) Therefore, the real utilization of the Self-Study Center is off by a certain percentage each time that a report is pulled. | | | | Our need is for a reporting tool that can pull the following information from AdminStar and place it into a report(s) for use by the SSLC Team. 1. COURSE MATERIAL USAGE REPORT **Number of course material checked out/borrowed within a given time period (weekly and monthly reports). For example: All course material that was checked out from Thurs., Jan. 2nd to Thurs., Jan. 9th. -or- All material checked out during the month of Dec. 2002. **This metric needs to include material that was both a) borrowed andreturned, and b) material that was extended (re-checked out) at the customer's request during this given time period. 2. CUSTOMER USAGE REPORT **Course material borrowed (see abovespecs) divided by organization; by Federal Employees; and by Contractor. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | | Recommended Action | | |

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**20020099**   Coons, Kimberly    JSC    12/26/2002    Approved    1/9/2003    Low    RC    Medium

Saving in Vendor Area

In the vendor area, when enrolling a participant(s) we must enter a training purpose and hit save before we can move on to completing with date, etc.

Is it possible to make this step obsolete and just save after we have inputted all the information we need and then completely save once?

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**20020098**   Fay, Christina L    LaRC    12/23/2002    Approved    12/23/2002    High    DR    Small

User Defined Fields are not carried over to the Learners Edit Course Histor section.

When User Defined Fields are completed under the Learning  Center Manager Enroll/Schedule section - the UDF's are not carried over to the Learners Edit Course History section, or not carried over correctly.  This was also a problem with the
last version but was to be corrected in this new version. Also,in this new version was the following correction made in 6.2? In the last version an error occured if you had no costs, and only off-duty hours and NO duty hours.  MEC courses have  off-duty hours and no duty hours and no costs, therefore this created a very large error report. It also was to be corrected in this new version.

Sheryl Gates was aware of these problems in the last version - and has been VERY helpful to me! Thanks for your help!

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20020097 | Burleson, Jan B | MSFC | 12/19/2002 | Approved | 12/19/2002 | Medium | RC | Medium | | |
| Automate AdminSTAR Refresh Process | | | The AdminSTAR refresh of NPPS data is currently done manually. | | | | Automate the process of updating AdminSTAR with NPPS data. | | | |
| 20020096 | Gates, Sheryl | MSFC | 12/18/2002 | Closed | 8/12/2003 | High | DR | Small | 6.3 | |
| Course ID Search in Classroom Manager | | | I downloaded ASTAR v.6.2 (the corrected version, according to your email), and began today to enter new data for scheduling a new course instance. I noticed in the "View Scheduled Courses" window that there's no longer a wildcard being accepted in the Course ID entry box. In the previous version, if I wanted to look for IT Security for Managers, I'd simply enter "ITC into the Course ID window, click on "Retrieve", and I would get a list of courses with that text string in the course ID field. Now I get the following error message: "Course ID 'ITCnot found in this Training Area"When I click "OK" on the error message box, the course list populates with all the available courses for the particular time period. | | | | | | | |

| CCR # Title | Initiator | Installation | Initiation Date Description | Status | Status Date | Priority | Type Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020095 | Gates, Sheryl | MSFC | 12/16/2002 | Withdrawn | 1/9/2003 | Low | RC | Small | | |
| Vendor Course Begin and End Dates | | | KSC reported a bug in the Vendor Course Area with the Begin and End Date search fields: In Vendor Courses: From what I can tell, if you type a date in Begin Date(7/31/02 for instance), it brings back all the records that have a begin date of 7/31 or later. The end date isn't working properly at all, as it brings back records that begin and end BEFORE 7/31. I'm not really sure what criteria it's using to retrieve records and I can't really tell by looking at the data. | | | | | | | |
| 20020094 | Martin, Lisa | MSFC | 10/11/2002 | Closed | 12/16/2002 | High | RC | Small | ASTAR 6.2 | 12/16/2002 |
| Vendor Course Usablity | | | The Center's are really beginning to utilize the Vendor Course area for off-site/academic training. We have had numerous complaints about how many courses display on the screen as well as not being able to locate the one they need. | | | | Add Course Name, display the Course ID and allow users to sort by clicking on the column heading. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020093<br>General Search Error | Martin, Lisa | MSFC | 10/11/2002<br>When performing a gerneral search you receive the error "Null object reference in open event of object w_course_detail)" which exits the system. | Withdrawn | 1/14/2003 | High | DR<br>Fix the error. | Small | | |
| 20020092<br>Learner's Name for UDF's | Martin, Lisa | MSFC | 10/11/2002<br>The Learner Field on the the User Fields screen needs to be lengthen to accomodate all of the learner's name. | Approved | 10/11/2002 | High | RC<br>Lengthen the Learner Field on the the User Fields screen to accomodate all of the learner's name. | Small | | |

| CCR # Title | Initiator | Installation | Initiation Date Description | Status | Status Date | Priority | Type Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020091 | Martin, Lisa | MSFC | 10/11/2002 | Closed | 12/16/2002 | High | RC | Small | ASTAR 6.2 | 12/16/2002 |
| Secondary Org Unit (Center) | | | The verbage in the dialog box is not clear enough. | | | | Please change the verbage in the dialog box to the following: In order to save the record, a secondary org unit (Center) must be associated to the record. | | | |
| 20020090 | Gates, Sheryl | MSFC | 10/11/2002 | Closed | 8/12/2003 | High | RC | Small | 6.3 | |
| Need a field or check box to clearly identify contractors in the system. | | | Currently, there is only a business process in place to determine which learners are contractors. If a learner is added and the correct process isn't followed, it can be almost impossible to clearly identify contractors. | | | | Create a box/field to put a checkmark in if the learner is a contractor. Also clean up all learners currently in database. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020089 | Gates, Sheryl | MSFC | 10/11/2002 | Closed | 12/16/2002 | High | None | None | ASTAR 6.2 | 12/16/2002 |
| Need Edits | | | Currently, data from AdminSTAR gets loaded to NTDS. NTDS has many edits built in so that errors must be corrected before the record can be added. We need to build some edits into AdminSTAR before NTDS can be shut down. (I will send SESAAS attachment with the edits included). | | | | | | | |
| 20020088 | Gates, Sheryl | MSFC | 9/27/2002 | Approved | 9/9/2003 | High | DR | None | | |
| User Defined Fields for Learning Center Manager | | | When enrolling and completing courses in the Learning Center Manager, the user fields are not carrying over to Learner History, and therefore causing errors. | | | | | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020087<br>Tracking numbers for offsite requests | Cain, Jamie | MSFC | 9/26/2002<br>After final approval (training office) generate a confirmation form to send to Learner. Fields and format to be determined. | Approved | 9/26/2002 | None | RC<br>After final approval (training office) generate a confirmation form to send to Learner. Fields and format to be determined. | Small | | |
| 20020086<br>Need a report in AdminSTAR displaying all denied/approved/pending courses. | Cain, Jamie | MSFC | 9/26/2002<br>A new report will be added to AdminSTAR displaying all denied/approved/pending courses. | Approved | 9/26/2002 | None | RC<br>Create a report in AdminSTAR that displays all denied/approved/pending courses. | Small | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | | | | **Recommended Action** | |
| 20020085 | Marske, Jason | MSFC | 9/9/2002 | Approved | 9/9/2002 | High | | RC | Small | | |
| List active courses. | | | Need a utility to help clean up courses in Admin Star. | | | | | | | Add a maintenance tool in Admin Star: list all active courses in alphabetical order to facilitate database cleanup. | |
| 20020084 | Marske, Jason | MSFC | 9/9/2002 | Closed | 8/12/2003 | High | | RC | Medium | 6.3 | |
| Viewing Pending approval/Denial reports | | | Need a way to manage pending request for courses that may be cancled because of supervisors not approving request in time. | | | | | | | Viewing Pending approval/Denial reports (Supervisor), create a report to allow administrators to view pending requests in the Supervisor's inbox.  The display fields are: title, dates, Org Code, Supervisor, subordinate's name, request date, location, justification (comments).  Add a sort feature, sort by all fields displayed.  Allow searches by Org, name, supervisor, and status. | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20020083 | Marske, Jason | MSFC | 9/9/2002 | Approved | 9/9/2002 | High | RC | Medium | | |
| Dynamic evaluation questions | | | Need the ability to have evaluation questions formated at runtime. | | | | When creating evaluation questions, the system should automatically repeat a question as many times as necessary after it is identified as an instructor question.  For example, if there are 3 instructors/guest speakers identified in Admin Star, the system will automatically pull in 3 sets of duplicate questions, one set for each instructor. | | | |
| 20020082 | Marske, Jason | MSFC | 9/9/2002 | Approved | 9/9/2002 | High | RC | Small | | |
| Offsite training only - show the unique tracking number for each course enrollment. | | | Need the unique tracking number for each course enrollment for tracking Offsite training. | | | | Offsite training only - show the unique tracking number for each course enrollment. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020081 | Marske, Jason | MSFC | 9/9/2002 | Approved | 9/9/2002 | High | RC | Medium | | |
| Add a course consolidation process | | | Need a way to consolidate courses that are found to be the same but entered into the system more than once. | | | | Add a course consolidation process, which will update both the History and the Archive | | | |
| 20020080 | Marske, Jason | MSFC | 9/9/2002 | Closed | 9/9/2002 | High | RC | Small | 6.3 | |
| Wait list priorities | | | Need the wait list to work according to NASA's policies for contractors. | | | | On courses open to both contractors and civil service, contractors automatically go to a wait list.  A message will be displayed telling them they will be notified as space becomes available.  Once the enrollment cut-off date is reached for that course, the coordinator can fill the vacant spots from the top of the list on a first come, first served basis.  Civil Service automatically goes to the top of the wait list (first come, first serve) if the course is full. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020079<br>Courses Civil Service only | Marske, Jason | MSFC | 9/9/2002<br>Need the ability to specify for civil service only, for civil service and contractors, or for supervisors only. | Closed | 5/28/2004 | High | RC<br>Where course are scheduled, need the ability to specify for civil service only, for civil service and contractors, or for supervisors only.  If contractors try to enroll in a course open only to civil service, or a non-supervisors try to enroll in a courses open to only supervisors, a message would be displayed civil service only or supervisors only. | Small | 6.5 | |
| 20020078<br>Set Course Catalog visablity | Marske, Jason | MSFC | 9/9/2002<br>Need an initial setting for the new option of whether a course is viewable in the NORS Course Catalog. | Closed | 9/9/2002 | High | RC<br>A one time process needs to be built in AdminSTAR for going live with NORS.  This process will set every course to not shown unless an occurrence is scheduled | Small | 6.3 | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20020077 | Marske, Jason | MSFC | 9/9/2002 | Approved | 9/9/2002 | High | RC | Medium | | |
| Course Catalog Viewable screen | | | Need a way to manage which course show in the Course Catalog in NORS. | | | | There needs to be a screen that lists all active courses, allowing the Admin to select the courses to make inactive, or to show or not show in the NORS catalog | | | |
| 20020076 | Marske, Jason | MSFC | 9/6/2002 | Closed | 9/6/2002 | High | RC | Small | 6.3 | |
| NORS catalog option. | | | Need a way to determine which courses are shown in the NORS course catalog. | | | | A new option needs to be added to AdminSTAR to allow courses to be shown or not shown in the NORS catalog.  When courses are inactive, they automatically default to not shown. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20020075 | Marske, Jason | MSFC | 9/6/2002 | Approved | 9/6/2002 | High | RC | Small | | |
| Add the Competencies list to courses | | | Need to manage the competencies list. | | | | Add the Competencies list. | | | |
| 20020074 | Marske, Jason | MSFC | 9/6/2002 | Approved | 9/6/2002 | High | RC | Small | | |
| Add hyperlink at the session level. | | | Need a field for a hyperlink at the session level for NORS. | | | | Add a field for a hyperlink at the session level. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20020073 | Marske, Jason | MSFC | 9/6/2002 | Approved | 9/6/2002 | High | RC | Small | | |
| Add pending evaluations report | | | No way to tell if there are any pending evaluations. | | | | A new report will be added to AdminSTAR to show all pending evaluations. | | | |
| 20020072 | Marske, Jason | MSFC | 9/6/2002 | Closed | 9/6/2002 | High | RC | Medium | 6.3 | |
| Add onsite training approval | | | There is nowhere to manage onsite training request. | | | | Add a screen for training office onsite training approval | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|-----------------------|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20020071 | Marske, Jason | MSFC | 9/6/2002 | Closed | 1/22/2003 | High | RC | Small | 6.3 | |
| Email at each approva level. | | | Need to have a customized email for all levels of approval not just the supervisor level. | | | | The email notifications need to be customized for each type of approval option. Include a note that Learner is not confirmed in a class until Training Office approves. | | | |
| 20020070 | Marske, Jason | MSFC | 9/6/2002 | Closed | 9/6/2002 | High | RC | Small | 6.3 | |
| Add Organization reviewer | | | Need a way to specify which learners are Organization reviewers. | | | | In the learner editor add the capability to specify the wether the learner is a Organization reviewer. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020069 | Marske, Jason | MSFC | 9/6/2002 | Closed | 8/12/2003 | High | RC | Small | 6.3 | |

Approval options for onsite and offsite training

Need a way to mange the approval level options for courses being requested through NORS.

In Admin Star, there should be four approval options for onsite training at the occurrence level:
1) Supervisor and training office approval.
2) No approval needed.  These courses should then show up on the Subordinate Request screen.
3) Supervisor approval only
4) Supervisor and organization reviewer approval.  Screen needs to be added in NORS for this.

For offsite training, there should be two options:
1) Supervisor and training office approval
2) Supervisor, training office and org. reviewer

Added on 01/14/2003:
In Admin Star, there should be six approval options for onsite training at the occurrence level:
5) Supervisor, Org Reviewer, & Training Office
6) Training Office only

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020068 | Marske, Jason | MSFC | 9/6/2002 | Closed | 5/28/2004 | High | RC | Small | 6.5 | |

Allow learners to enroll in courses that are overlapping.

Currently in A*STAR you can not enroll a learner in two courses on the same day if there begin and end times over lap at all. Sometimes a learner can get credit for a course that they attend a certain percentage of the course and thus could take the required percentage of two courses that over lap in time.

Give a warning and the ability to override that warning if the courses being enrolled are overlapping for a Learner.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20020067 | Davis, Jacky | MSFC | 8/22/2002 | Closed | 9/5/2002 | None | RC | Medium | 6.2 | |

An interface needs to be developed between the Common Login to NORS/AdminSTAR.

There is a requirement for a centralized login between SOLAR and NORS/AdminSTAR.

Analyze the code for the AdminSTAR and NPPS interface. Code for changes to accept the common login.

| 20020066 | Gates, Sheryl | MSFC | 8/20/2002 | Withdrawn | 8/20/2002 | High | None | None | | |

Requirements Document 4.23.2.2, R00128

The requirement reads:
The System shall retrieve the History based on the supervisor  signed on to the System for all subordinates unless selected in the subordinates input field.

 I believe this requirement should be titled Subordinate History Transcript instead of Subordinate Approval History Capabilities. These should be two entirely different  functions.  The Approval History should show requests that have been approved and denied. The Subordinate History Transcript should allow the supervisor to view the training history records for each of his/her subordinates.

Make a link in NORS under MY ACCOUNT, then SUBORDINATE INFO, and then SUBORDINATE HISTORY TRANSCRIPT.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20020065 | Davis, Jacky | MSFC | 8/13/2002 | Closed | 12/5/2002 | Medium | RC | Small | ASTAR 6.2 | 12/16/2002 |
| Learner data in AdminSTAR Production needs to be cleaned up. | | | Some learners in AdminSTAR Production do not have a center chosen. Some learners do not have an organization code assigned. | | | | Cleanup the production records to reflect a correct center and org. | | | |
| 20020064 | Martin, Lisa | GSFC | 8/1/2002 | Closed | 12/16/2002 | High | RC | Small | ASTAR 6.2 | 12/16/2002 |
| Vendor Course Enrollment Hide | | | The user's do not need to see the cost and funding for vendor enrollments since NASA does not use these fields. | | | | Remove cost and funding fields from the Vendor Enrollment screen. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |

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| 20020063 | Gates, Sheryl | MSFC | 8/5/2002 | Closed | 8/5/2002 | High | None | None | | |

When Brio reports to pull complete, combined history data from Production as well as the Archive table.

Need Brio reports to pull history data for learners from two different sources (production & archive table). The most common ways to run this report is by 1)Learner, and 2)Organization (with option of a page break in between each Learner). History report should include the following fields: Name & Org of learner Course ID Course Title Course completion date Vendor Duty Hrs Non-dty Hrs

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| 20020062 | Gates, Sheryl | MSFC | 8/5/2002 | Withdrawn | 9/12/2002 | None | None | None | | |

Need Learners to be able to view all training history from production data as well as archived history from within NORS.

Currently, learners only be able to view their training history that resides in prodn. All history from NTDS will be located in an archive table, which can only be viewed by Training Offices. Learners will need to view their entire history on-line.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020061 | Gates, Sheryl | MSFC | 7/30/2002 | Withdrawn | 7/30/2002 | None | None | None | | |
| Pending Evaluation E-Mail | | | The system should send an e-mail to any learner with a pending evaluation to complete.  The e-mail should have a link to the evaluation in ANORS.<br><br>Most likely, users will not login to ANORS on a regular basis  unless they want to register for training.  In order for the  training office to receive the evaluations in a timely matter (for course completions and training evaluation), the system needs to notify the learner that they have a pending evaluation they need to complete. | | | | | | | |
| 20020060 | Martin, Lisa | MSFC | 7/26/2002 | Closed | 12/16/2002 | None | None | None | ASTAR 6.2 | 12/16/2002 |
| Grant Access to Regional Admins to be able to see the History Archive in ADMDEV. | | | Regional Admins need the capability fo view/edit the History Archive. | | | | | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020059 | Kuehm, Stephen | HQ | 7/26/2002 | Closed | 1/13/2003 | Medium | None | None | | |
| HQ Training Information | | | I'm currently supporting NASA HQ Code CE (EEO Office) and they're trying to find a way to get their hands on training information for HQ.  We have been given a demo of the WIT (Workforce Information Tool) at GSFC and the HQ customer has  said they want the same set of Training information - but for  HQ employees.<br><br>Jan Burleson has told me there are two files - one that is an extract of AdminStar course history and the other is a list of training events for center employees. A HQ version of these  items would be more than sufficient. | | | | Provide necessary data on a periodic basis - whatever frequency it's being provided to GSFC is fine. | | | |
| 20020058 | Martin, Lisa | MSFC | 7/25/2002 | Closed | 8/12/2003 | High | None | None | 6.3 | 4/1/2003 |
| Capability to Print Course Evaluations | | | The capability for printing a course evaluation is needed.  The system should allow administrators to print a hardcopy by learner or by course session. | | | | | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020057<br>Make Orgs Inactive | Gates, Sheryl | MSFC | 7/22/2002<br>Need to be able to make Orgs inactive in AdminSTAR NTAS & NORS as they become inactive in NPPS. | Closed | 7/22/2002 | High | None | None | | |
| 20020056<br>Creation Date and Last Updated Date | Krzmarzick, Sylvia J | JSC | 7/15/2002<br>Currently, AStar does not track the date a record is created and the date that the record was last updated (or changed).<br> When we run our history extract for our center-unique HR database, we will have to use the "date completed" to run the<br>report.  Instead of updating the changed fields, the extract will over-write all existing training data. This 'data dump' will be considerably larger. | Approved | 7/15/2002 | Medium | RC<br>We would like a Date Created and a Date Last Updated field to  be created. | Small | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020055 | Davis, Jacky | MSFC | 5/23/2002 | Closed | 5/23/2002 | Medium | RC | Large | | |

The current Agency Brio Reports do not report against the Archive.

The current Brio Agency production reports do not capture/include the Archive.

Modify Brio Reports to include what's in the Archive.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020054 | Davis, Jacky | MSFC | 5/3/2002 | Withdrawn | 5/3/2002 | High | RC | Medium | NTAS 1.0 | 9/2/2002 |

The interface from NPPS to AdminSTAR needs to be updated to reflect new security requirements.

With the implementation of NTAS and NORS the interface between NPPS and NTAS needs to be updated to reflect security updates to NTAS.

Make appropriate script changes on AdminSTAR to accomodate the new security updates. This includes refreshing the user-id's center and learning center, and any new learners.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type | Size | Expected Release<br>Recommended Action | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020053 | Davis, Jacky | MSFC | 5/3/2002 | Withdrawn | 11/5/2002 | High | RC | Medium | NTAS 1.0 | 9/2/2002 |

With the implementation of NASA Online Registration System 1.0 the security on the NASA Training Administration will need to be adjusted.

The implementation NORS will bring on security changes for the NTAS system. The actual ID from NORS/NTAS/Brio will be the same. The leaner is not linked to the userid.

In order to integrate the userid/password with NORS/NTAS and Brio please make any needed database table changes and code changes in NTAS. This includes linking the learner with the user-id. The same user-id/password will be used against NORS,NTAS, and Brio. The user-id definition for the three systems is either done in the 'Database Users' screen in NTAS or through NPPS/NTAS interface. The user-id makeup is first and middle initial, first five letters of last name, and a sequential number if required. The password can be set either in NORS or NTAS. When a user changes the center (i.e. Training area) for a learner in the Learner Editor a popup screen will appear if the center their changing to has more than one Learning Center. The Learning Center is a required field for a user-id.

| 20020052 | Gates, Sheryl | MSFC | 4/30/2002 | Approved | 4/30/2002 | Medium | RC | Small | | |

Vendor Course Type Field and Values

Currently the Vendor Course Type field list does not match the list built for the course Format field, which it should for reporting purposes. Currently the Vendor Course Type field could be changed using the AdminSTAR list builder but this would not fix any records already saved with a mismatching Vendor Course Type field. The Vendor Course Type field should probably be renamed to Vendor Format to avoid confusion by the users.

Make the Vendor Course Type field list match the course Format field list and any vendor course records that mismatch the new list be corrected to match. Rename Vendor Course Type to Vendor Format

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020051 | Martin, Lisa | MSFC | 4/1/2002 | Closed | 4/25/2002 | High | RC | Medium | 6.3 | 4/1/2003 |
| Request a New Course Offering | | | AdminSTAR's Offsite Request area needs to match and work with NORS Request a New Offering area. | | | | | | | |

On the Offsite Training Requests screen in AdminSTAR do the following:

1. Make the fields match the NORS fields, also on the Zoom window.
2. Add an ellipse button to look up a Learner.
3. Add a training area dropdown to select records for the system admins.
4. Bring up all pending offsite request for the training area of the AdminSTAR user (TA, staff).
5. Add right clicking brings up the Action menu.
6. Add processed by and date processed.
7. Add a date range for record selection.
8. Default the sort to the most current.
9. Add a clear button to reset the selection fields.
10. Change Session lable to Course Name.

Add a screen called Offsite Training Request Search that checks for any Course Names that are simular to the one sent in by the learner and do the following on the screen:

1. Add Course Name, Vendor, Number of Days, Number of hours per day.
2. Add a Yes button that take the user to the View Vendor Courses sceen with the Course Id already filled in if there are any instances of the course, if not then bring up the New screen.
3. Add a No button that takes the user to the Offsite Training Request Approval Wizard.
4. If the user clicks on the Course Name then the user is taken to the Course Description screen.

On the Offsite Training Request Approval Wizard screen in AdminSTAR do the following:

1. Remove the Indirect Cost field.
2. Add On Duty, Off Duty, Credit Hours, and CEU fields.
3. Change Session Cost to Participant Cost.
4. Default the vendor to what the Learner sent.
5. Add Course Occurance Capacity.
6. Add a New Vendor Button.
7. Change Vendor Course Type to Format.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|------------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20020050 | Martin, Lisa | MSFC | 4/1/2002 | Closed | 8/12/2003 | High | RC | Small | 6.3 | 4/1/2003 |
| Course Eval | | | Need to ensure and set up default data so that the AdminSTAR Course Evaluation module will work with NORS. | | | | Set up default rating scales, question sets, and evaluations in AdminSTAR. Make the Course Eval menu items visable for Regional Admins and Staff Level 1 personel. | | | |
| 20020049 | Gates, Sheryl | MSFC | 4/1/2002 | Closed | 12/16/2002 | High | DR | Small | NTAS 1.0 | 9/2/2002 |
| Course filter ID in Vendor Course Area | | | For Some Course ID's you get all of the courses when you type in the individual Course ID number.  Here is the path to recreate the error: | | | | Fix the filter so that it works all of the time | | | |

Managers, Course Manager, Vendor Courses
Click on the New button
click on the ellipsis button
click on the course ID field and enter the course number then click Retrieve.  (this is fine)
highlight course then click ok
enter course information, save then close
(Returns to the View Vendor Course screen)
Enter the Course ID then Click Retrieve.  (this is when you get all courses NOT the one you specify)

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020048 | Abbott, Karen J | GSFC | 4/18/2002 | Approved | 4/18/2002 | Low | RC | Small | | |
| Updated By: | | | I'm having a difficult time finding out who did what and when in A*STAR. | | | | Somehow capture and list "Created By, Creation Date, Last Updated Date and Last Updated By" possibly in the help area. | | | |
| 20020047 | Davis, Jacky | MSFC | 4/18/2002 | Closed | 5/29/2002 | High | RC | Small | NTDS | 9/17/2002 |
| NTDS tool is required to populate NTDS Core Table | | | An NTDS tools needs to be created to populate the UCT-0090 core table in NTDS for IFMP requirement. This ccr is an addendum to ccr 20020040. | | | | Populate the UCT-0090 core table with '50' for IFMP in NTDS. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020046 | Davis, Jacky | MSFC | 4/17/2002 | Closed | 5/30/2002 | High | RC | Small | NTDS | 9/17/2002 |
| Re-baseline Natural Module | | | NTDS module TOOLAS22 needs to be re-baselined. | | | | Re-base line module TOOLAS22 | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20020045 | Conrad, Dennis C | GRC | 4/11/2002 | Approved | 4/11/2002 | Medium | RC | None | | |

Title (left column):

GRC needs a BRIO report created called Workforce Planning Report by Type of Training.

Recommended Action (right column):

Create a Brioquery and add to repository. Title: Civil Service Workforce Report Training Instance and Dollars by Type of Training. Purpose: An annual summary of people trained, training instances, and dollars by type of training. Selection of Criteria: Installation V(1) = "2200" and Org Unit V(2)= GRC-0100 thru GRC-0224 and GRC 0400 thru GRC- 9400 and Position Type V(3)= 6,7,8 and Completion Date V(4)= mm/dd/yy through mm/dd/yy. Display: By Grouping - Number of Training Intances, f Total Training Instances, Total Participant Costs, f Total Participant Costs, Number of People Trained (only count each person once) Groupings: Course Material Grouping Administrative = 4A - Public/Business Administration, 4B - Finance/Accounting/Auditing, 4C - Personnel, 4D-EEO/Race/Ethic Studies, 4E-Procurement, 4G- Policy/Program

Description (middle column):

LOCAL CONTROL NUMBER - GRC-2002-002 (Revised 4/18/2002)

Title: Civil Service Workforce Report Training Instance and Dollars by Type of Training

Purpose: An annual summary of people trained, training instances, and dollars by type of training

Selection Criteria: Installation V(1) = '2200' and Org Unit V(2) = GRC-0100 thru GRC-0224 and GRC-0400 thru GRC-9400 and Position Type V(3) = 6,7,8 and Course Completion Date V(4)= mm/dd/yy through mm/dd/yy

Display: By Grouping - Number of Training Instance, % of Total Training Instances, Total Participant Costs, % of Total Participant Costs, Number of People Trained (only count each person once)

Groupings: Material/Course Grouping

Administrative = 4A – Public/Business Administration, 4B – Finance/Accounting/Auditing,
4C – Personnel, 4D – EEO/Race/Ethnic Studies, 4E – Procurement,
4G – Policy/Program/Mgmt Analysis, 4H – Quantitative Analysis,
4J – Information/Communication Mgmt, 4K – Safety Systems/Operations,
4N – Security/Investigation, 4P – Logistics, 4Q – Supply, 4R – General Safety/Health,
4S – Foreign Language, 4U – Program/Project Management,
4Y – Sales/Marketing/Customer Services, 4Z – Other Administrative

S&E = 3A – Legal, 3B – Medical/Biological, 3C – Physical Science, 3D – Earth Sciences,
3E – Biological Science, 3F – Human Factors, 3H – Mathematics/Statistics,

Recommended Action (continued, right column):

Mgmt Analysis, 4H - Quantative Analysis,4J - Information/Communication Mgmt, 4K - Safety Systems/Operations, 4N -Security/Investigation,4P - Logistics, 4Q - Supply, 4R - General Safety/
Health, 4S - Foreign Language, 4U - Program/Project Mangement, 4Y - Sales/Marketing/Customer
 Services, 4Z - Other Administrative. S&E = 3A - Legal, 3B - Medical/Biological, 3C - Physical Science, 3D - Earth Sciences, 3E - Biological Science, 3F - Human Factors, 3H-Mathematics/Statistics, 3J-Engr-General, 3K-Engr-Aeronautics, 3M-Engr-Aerospace, 3N-Engr-Chem/Petro/Nuclear, 3P-Engr-Civil, 3Q-Engr-Electrical/Electronic, 3R-Engr-Mechanics/Mechanical,
3S-Engr-R&QA, 3T-Engr-Systems/Industrial, 3U-Engr-Safety,3W-Other Legal/Medical/Scientific
Computer = 9A-Telecommunications/Networking, 9B-Computer Prog/Prog Language, 9C-Computer Engr-Applications, 9D-Office Automation/AIM, 9E-Software Mgmt/System Software, 9F-Artificial Intelligence/Expert Systems, 9Z-Other Computer Hard/SoftwareSup/Mgmt = 10-Executive & Management, 20-Supervisory Clerical = 6A-Basic Clerical, 6B-Interpersonal/Office Management, 6C-Administrative Systems, 6D-Other Clerical Trade = 7A-Apprentice, 7B-Engr/Science Support/Journeyperson, 7Z= Trade/Craft/Apprentice - Other
Other = 8A-Orientation, 8B-Career Planning, 8C-Pre-Retirement,8D- Adult Basic Education, 8E-Total Quality Management, 8F- Productivity, 8G-Professional/Personal Development, 8H- Communications Skills, 8R-Organizational Retreats, 8S- Conferences/Symposiums, 8Z-Other General

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|

3J – Engr – General, 3K – Engr – Aeronautics, 3M – Engr – Aerospace,
3N – Engr – Chem/Petro/Nuclear , 3P – Engr – Civil, 3Q – Engr –
Electrical/Electronic,
3R – Engr – Mechanics/Mechanical, 3S – Engr – R&QA,
3T – Engr – Systems/Industrial, 3U – Engr – Safety,
3W – Other Legal/Medical/Scientific

Computer =　9A – Telecommunications/Networking, 9B – Computer
Prog./Prog. Language,
9C – Computer Engr – Applications, 9D – Office Automation/AIM,
9E – Software Mgmt/System Software, 9F – Artificial Intelligence/Expert
Systems,
9Z – Other Computer Hard/Software

Sup/Mgmt =　10 - Executive & Management, 20 – Supervisory

Clerical =　6A – Basic Clerical, 6B – Interpersonal/Office Management,
6C – Administrative Systems,　6D – Other Clerical

Trade =　7A – Apprentice, 7B – Engr/Science Support/Journeyperson,
7Z – Trade/Craft/Apprentice – Other,

Other =　8A – Orientation, 8B – Career Planning, 8C – Pre-Retirement,
8D – Adult Basic  Education, 8E – Total Quality Management, 8F –
Productivity,
8G – Professional/Personal Development, 8H – Communication Skills,
8R – Organizational Retreats, 8S – Conferences/Symposiums, 8Z – Other
General

IFM =　50 – IFMP Agency-wide Training

Revised 4/18/2002

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020044 | Conrad, Dennis C | GRC | 4/11/2002 | Closed | 4/11/2002 | High | RC | Small | NTDS | 9/17/2002 |

GRC currently has a center unique Human Resources Information System that is populated nightly with data from NTDS & NPPS. Since NTDS will be going away, GRC needs to retrieve training history data from AdminSTAR.

Create a Brioquery that is automatically run each night that retrieves training history data from AdminSTAR. The output must be saved as a comma delimited file and FTP'd to LEMOV1.

Purpose of Report: An automatic nightly download of all training history for active GRC civil service employees. Report should be saved as a comma delimted file and FTP'd to LEMOV1. Selection Criteria: Center = "2200", Org Unit = GRC 0100 thru GRC-0224 and GRC-0400 thru GRC-9400 and course status completed. Sort: Learner ID (ascending order), Date completed (ascending order). Display: ASTAR Field NTDS Field Learner Id SSN Course ID CRS-CD Current Org-Code PER-ORGASSIGN from LE-NPS2-PER MASTER Org-Code (when course was taken) PER-ORGASSIGN Supervisor Code (when course was taken) PER-SUPIND Participant Cost (UDF) (from history file) TUTN-CST Indirect Cost (UDF) (from history file) TRVL-INDIR-CST and PER-DIEM

INDIR-CST Date Completed (from history file) CRS-SESS-END-DT On Duty Hours (UDF) (from history file) CRS-ONDUTY-HRS Off Duty Hours (UDF) (from history file) CRS-OFFDUTY-HRS Letter Grade (from history file) PART-CRS-GD Funding Org (UDF) (from history file) FUND-ORG-CD Course Name CRS-CD-NAME Academic Credit Code (UDF)(from history file) ACAD-CR-CD Academic Course Credit Hours (from ?) ACAD-CRS-CR-HR Source of Training (UDF) (from history file) SOURCE-TRN-CD Type of Training Code (from Course/Mtl Grp) CRS-TYP-TRN-CD Course Category Code (UDF)(from history file) CRS-CAT-CD

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020043 | Conrad, Dennis C | GRC | 4/11/2002 | Approved | 4/11/2002 | Medium | RC | Small | | |

Create Workforce Planning Report

GRC needs a Brio report created called Workforce Planning Report by Occupational Group.

Create a Brioquery and add to repository. Title: Civil Service Workforce Report Training Instance and Dollars by Occupational Group Purpose: An annual summary of people trained, training instances, and dollars by Occupational Group. Selection Criteria: Installation V(1) - "2200" and Org Unit V(2)= GRC-0100 thru GRC-0224 and GRC-0400 thru GRC- 9400 and Position Type V(3)= 6,7,8 and Course Completion Date V(4) - mm/dd/yy Display: By Grouping - Total Number of Training Instance, f Total Training Instances, Total Participant Costs, f Total Participant Costs, Number of People Trained (only count each person once)

Groupings: NASA Classification Code
    Wage Grade = 10000 thru 19999
    S&E = 20000 thru 29999 and 70000 thru 79999 and 90000 thru 99999
    Technician = 30000 thru 39999
    Clerical = 50000 thru 59999
    Admin/Prof = 60000 thru 69999

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|-------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |

| 20020042 | Gates, Sheryl | MSFC | 4/15/2002 | Closed | 5/30/2002 | High | RC | Medium | NTDS | 9/17/2002 |

Data extract of completed courses in AdminSTAR needed for upload into MSFC unique systems (once NTDS is shut off).

Currently, completed training instances are extracted from NTDS history and uploaded into MPIS (center-unique system at MSFC.

Provide another extract, using the same fields as contained in the current extract from NTDS.  (I will provide the fields in an electronic document to SESAAS.)

| 20020041 | Scully, Jackie | GSFC | 4/8/2002 | Closed | 4/8/2002 | High | RC | Medium | NTDS | 9/17/2002 |

Data extract of completed courses in AdminStar needed for upload into GSFC unique systems.

MSFC currently provides a data extract of non-completed courses from AdminStar.  This extract is run every Thursday and FTPed to GSFC.  We in turn upload this data into two GSFC uniques reporting systems.  The completed training instances were extracted from NTDS history.  We now need to receive completed course information also.

Create another extract, using the same fields as contained in the current extract, which provides data on all completed  courses which reside in AdminStar History.  Both of our GSFC  unique systems contain 10 years of training history.  This  extract needs to accomodate this.  It may not be necessary to extract all 10 years of information each week, but instead it should pull an initial 10 years and after that it should only contain changes which may occur to those history records.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20020040 | Gates, Sheryl | MSFC | 4/4/2002 | Closed | 5/29/2002 | High | RC | Small | NTDS | 9/17/2002 |

New Course/Material Grouping

New course/material grouping needs to be added to the NTDS History Load.
Code = 50 Description = IFMP Agencywide Training

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020039 | Gates, Sheryl | MSFC | 4/4/2002 | Approved | 4/4/2002 | Medium | DR | Small | | |

Search function gives System Error

If you are logged in the system as any role other than System Administrator, and you click on the Search button, type in your criteria in the keyword search field, the system brings back the list of courses. When you double click on a course to open that record, the system gives the following error: A system error has occurred in the A*Star program. If you choose to continue, unpredictable results could occur. Please report the following error to support:

Error Number: 2 Error Message: Null object reference at line 8 in open event of object w_course_detail. Window/Menu:w_course_detail Object: w_course_detail Event: Open Line
in Script: 8

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020038<br>Course Archive Fix | Davis, Jacky | MSFC | 4/2/2002 | Approved | 4/2/2002 | High | RC | Medium | | |

The archiving function does not provide beginning and ending date range for the course completion date.

Modify the archiving function to archive data records between a user provided beginning and ending date range for the course completion date.

The archive process archives duplicate records. A duplicate record condition is a record where the course id, course name, learner id, and date completed are the same.

Correct the archive process to not archive duplicate records. A duplicate record condition is a record where the course id, course name, learner id, and date completed are the same.

The archive process does not display the correct "Last Export" date on the "Course History Export" screen.

Display correct "Last Export" date on the "Course History Export" screen.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020037<br>Migrate MFSC to NTAS and NORS | Martin, Lisa | MSFC | 4/2/2002 | Closed | 1/30/2004 | High | RC | X-Large | 6.4 | |

MFSC is still using AdminSTAR 4.5 so that MSFC will still have a learner self-enrollment module. The Agency has gone on to AdminSTAR 5.1 and greater but does not use a learner self-enrollment module. When NTAS is released the Agency will have a Web enabled learner enrollment system called NORS.

Migrate MSFC to NTAS and NORS.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20020036 | Stokes, Dianne | JSC | 4/1/2002 | Closed | 4/1/2002 | High | RC | Medium | NTDS | 9/17/2002 |

Create 2 edited/valid Download files from AdminSTAR for our JSC unique JSCMIS system. The data will need to validated prior to creating the download files.

We currently download 2 files weekly from NTDS to our JSC unique JSCMIS system. One file contains transaction data and the other file contains the NTDS Tables data. When NTDS is shut down, we will need to download this data from the AdminSTAR System.

Create 2 files with valid, edited data from the AdminSTAR system to download to our JSC unique JSCMIS system. The layout for the first file, the transaction file, includes the following: RECD-CREATION-DATE, SSN, PER-NAMELAST, PER-NAMEFIRST, PER-NAMEMIDDLE, PER-GRADE, PER STEP, PER-NCC, PER-ORGASSIGN, PER-SEX, PER-MINCDE, ACAD-CR-CD, CRS-SESS-END-DT, CRS-TYP-TRN-CD, DIR-CST-CD, TOT-DIR-CST, INDIR-CST-CD, TOT-INDIR-CST, CRS-ONDUTY-HRS, CRS-OFFDUTY-HRS, PURP-TRN-CD, SOURCE-TRN-CD, SPC-INT-TRN-PGM-CD, CRS-CD-NAME, VNDSCH-NAME, INSTL-SYS-USING, CRS-CD, CRS-CAT-CD, CRS-CAT-NAME, CRS-SUB-CAT-CD, CRS-SUB-CAT-NAME, HROD-TMIT-DT.

The layout for the second file, the table file, includes the following: All possible ACAD-CR-CD and ACAD-CR-CD-DESCR, all possible CRS-CAT-CD and CRS-CAT-CD-NAME, all possible CRS-SUB-CAT-CD and CRS-SUB-CAT-NAME, all possible DIR-CST-CD and DIR-CST-CD-DESCR, all possible INDIR-CST-CD and INDIR-CST-CD-DESCR, all possible PURP-TRN-CD and PURP-TRN-CD-DESCR, all possible SOURCE-TRN-CD and SOURCE-TRN-CD-DESC, all possible SPC-INT-TRN-PGM-CD and SPC-INT-CD-DESCR, and all possible CRS-TYP-TRN-CD and CRS-TYP-TRN-CD-DESC.

Basically, we need the same edits that are performed in the AdminSTAR to NTDS Refresh Program, NTDBI217.

Also, we need to edit the following codes to verify that they are in the tables that you are sending:

ACAD-CR-CD
CRS-CAT-CD
CRS-SUB-CAT-CD
DIR-CST-CD
INDIR-CST-CD
PURP-TRN-CD
SOURCE-TRN-CD
SPC-INT-TRN-PGM-CD
CRS-TYP-TRN-CD

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020035<br>Changing "AdminSTAR " to "NTAS" | Marske, Jason | MSFC | 4/1/2002 | Withdrawn | 4/1/2002 | High | RC | Small | NTAS 1.0 | 10/2/2002 |

Since obtaining the source code and support for AdminSTAR, the name "AdminSTAR " needs to be changed to "NTAS" throughout the system for version and copyright purposes.

Change "AdminSTAR " to "NTAS" throughout the system.  This will also include .bmp and .gif changes.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020034<br>Two new download files from AdminSTAR to JSC's JSCMIS site unique system in the same format that is currently downloaded from NTDS to JSCMIS. | Stokes, Dianne | JSC | 3/29/2002 | Withdrawn | 4/1/2002 | High | None | None | | |

 We currently download 2 files, one file consisting of transactions and one file consisting of the NTDS Tables, from  NTDS to JSCMIS on a weekly basis. When NTDS is shut down, we will need to download this data from AdminSTAR to JSCMIS.

The fields for the first file are as follows: REC-CREATION-DATE, SSN, PER-NAMELAST, PER-NAMEFIRST,  PER-NAMEMIDDLE, PER-GRADE, PER-STEP, PER-NCC, PER-ORGASSIGN,PER-SEX, PER-MINCDE, ACAD-CR-CD,CRS-SESS-END-DT, CRS-TYP-TRN-CD, DIR-CST-CD, TOT-DIR-CST, INDIR-CST-CD, TOT-INDIR-CST, CRS-ONDUTY-HRS, CRS-OFFDUTY-HRS, PURP-TRN-CD, SOURCE-TRN-CD, SPC-INT-TRN-PGM-CD, CRS-CD-NAME, VNDSCH-NAME,  INSTL-SYS-USING, CRS-CD, CRS-CAT-CD, CRS-CAT-NAME, CRS-SUB-CAT-CD, CRS-SUB-CAT-NAME, HROD-TMIT-DT.

The fields for the second file are as follows: ALL POSSIBLE ACADEMIC CREDIT CODES AND DESCRIPTIONS ALL  POSSIBLE CATAGORY CODES AND DESCRIPTIONS ALL POSSIBLE SUBCAT  CODES AND DESCRIPTIONS ALL POSSIBLE DIRECT COST CODES AND DESCRIPTIONS ALL POSSIBLE INDIRECT COST CODES AND DESCRIPTIONS ALL POSSIBLE PURPOSE OF TRAINING CODES AND DESCRIPTIONS ALL  POSSIBLE SOURCE OF TRAINING CODES AND DESCRIPTIONS ALL  POSSIBLE SPECIAL INTEREST TRAINING PROGRAM CODES AND DESCRIPTIONS ALL POSSIBLE COURSE/MATERIAL GROUPINGS AND DESCRIPTIONS

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020033 | Jarmannn, Janet | ARC | 3/25/2002 | Closed | 3/25/2002 | High | RC | Medium | NTDS | 9/17/2002 |
| Replacement for NTJI217 process to provide AdminStar data extracts to support ARC query systems. | | | If NTJI217 and associated processes are discontinued, our center still needs data provided to support local Natural, SuperNatural, and Sybase/BrioQuery information systems. | | | | Please contact Jon Robbins, 650-604-6874 to work out details on how this data extract can be accomplished.  Data fields should match those provided by the current extract and load process into the NTDS-TRN-HIST file. | | | |
| 20020032 | Gates, Sheryl | MSFC | 3/12/2002 | Approved | 3/12/2002 | High | RC | Medium | | |
| Organization Status | | | There is no mechanism in place to specifiy whether an Organization in the database is Active or Inactive. | | | | Bring over the Org Status from NPPS. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020031<br>Vendor Courses Not Completed | Gates, Sheryl | MSFC | 3/12/2002<br>With version 6.0, we implemented the Vendor Course functionality.  The Agency Brio report entitled "Courses NotCompleted" does not include the courses that are not completed in the Vendor Course area. | Approved | 3/12/2002 | High | RC<br>Incorporate the courses that are not yet complete from the Vendor Course area into this Brio report. | Small | | |
| 20020030<br>Assigning Completion Date and Rating/Grade for completed  training | Gates, Sheryl | MSFC | 3/12/2002<br>In order to complete out an enrollment and create a history record, a user must type in a completion date and a rating and/or a grade.  Is there a way to make it required in the  database to input both before the record is saved?  For example, if a completion date was entered without assigning a rating and/or grade, the system would prompt you to populate those fields before the record can be saved. | Closed | 12/16/2002 | High | RC | Small | NTAS 1.0 | 10/2/2002 |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020029 | Gates, Sheryl | MSFC | 3/12/2002 | Approved | 3/12/2002 | Medium | RC | Small | | |

Wrong SSN in Classroom Manager (Enroll/Drop function)

When typing a SSN in the Learner ID field in the Enroll/Drop area of the Classroom Manager, if you type an incorrect Learner ID by accident, the system displays an error message "The Learner ID you entered does not exist in the AdminSTAR database.  Please try another ID or use the search button to find this learner." Once you click OK, the incorrect Learner ID still appears in the Learner ID field.  If you click in that field, or on the ellipsis button, you receive the same error message again.  Once you've clicked OK for the second time, the incorrect Learner ID is then cleared and you can either re-type it, or click on the ellipsis button.

The system should clear out the incorrect ssn after receiving the error message the FIRST time.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020028 | Gates, Sheryl | MSFC | 3/6/2002 | Approved | 10/3/2003 | High | RC | Medium | | |

Need Data Dictionary

All the Centers have expressed a requirement for a Data  Dictionary for AdminSTAR.  It would be used when creating queries in Brio.

Create a cross-reference of each screen in AdminSTAR that shows the name of the field on the screen, the name of the
field in the table, and which table the field is located in.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20020027 | Gates, Sheryl | MSFC | 2/21/2002 | Approved | 2/21/2002 | Low | RC | Small | | |
| Show Past Time Periods in Classroom Manager | | | In the Classroom Manager, when I put a check mark in the "Show Past Time Periods" box, it should display the time periods with the most recent first so that you don't have to scroll thru many years.  More often than not, users will want to pull courses for most recent time periods. | | | | Change display of Time Periods to show most recent first. | | | |
| 20020026 | Gates, Sheryl | MSFC | 2/21/2002 | Approved | 2/21/2002 | Medium | RC | Small | | |
| Vendor Courses - field values, spacing, tab, etc. | | | This whole area is very difficult to use and needs to be evaluated.  The cursor appears in fields that aren't logical; if you enter wrong values in Rating or Grade fields, then try  to erase or delete those values, system continually gives the following error:  Item "does not pass validation test. You can click OK to the error, but the system still will not let you delete incorrect values.  You must actually close out of the following error:  Item "does not pass validation test. You can click OK to the error, but the system still will not let you delete incorrect values.  You must actually close out of the Vendor Course Enrollment screen and come back in. Very "clunky" to use ths area. | | | | Evaluate usability of this entire Vendor Course Enrollment  function. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020025 | Gates, Sheryl | MSFC | 2/21/2002 | Closed | 12/16/2002 | Medium | RC | Small | NTAS 1.0 | 10/2/2002 |
| UDF's in Learner History | | | The UDF's in Learner History are different than all other UDF areas. | | | | Add decimals points to the UDF fields in Learner History so they are consistent with other UDF fields throughout the software. | | | |
| 20020024 | Gates, Sheryl | MSFC | 2/21/2002 | Closed | 12/16/2002 | Medium | RC | Small | NTAS 1.0 | 10/2/2002 |
| Adding Learners | | | In the Learner Editor, the Primary Org Unit and Location are required reporting fields, but are not required fields in the software. | | | | Do not let the system save a new Learner record unless the Primary Org Unit and Location fields have been populated. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020023 | Gates, Sheryl | MSFC | 2/21/2002 | Approved | 5/30/2002 | Medium | RC | Small | | |
| Add Vendor field to Edit Learner History | | | Currently, there is not a way to capture the name of the vendor if entering data directly to Edit Learner History. | | | | Add the Vendor drop-down list in Edit Learner History. | | | |
| 20020022 | Gates, Sheryl | MSFC | 2/19/2002 | Withdrawn | 2/19/2002 | None | None | None | | |
| Course Type - On-line | | | As a Systems Administrator, I can view 3 different Course Types in the Course Editor (Classroom, Learning Center, and Online). Regional Administrators cannot view or select Online. They should be able to. There is not any functionality within these Course Types, they are just another indicator used for tracking what type of course it is.<br><br>***NOTE: Way back when ITC owned the software, this field WAS intended to have functionality -- the system admin was supposed to set up these online courses to actually be launched from within the software. I guess that explains why the privileges are different, but since that capability might never exist in the software, the Reg. Admins should be able to view and select 'Online'. | | | | Change the Regional Admin privileges so they can view and select "online" as a Course Type drop-down menu in the Course Editor. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020021<br>Course Name | Abbott, Karen J | GSFC | 2/19/2002<br>Not enough room in the Course Name Field | Approved | 5/30/2002 | Low | RC<br>Extend length of characters allowed for the Course Name. | Small | | |
| 20020020<br>Enrolling Multiple Learners Into Multiple Course Occurences | Gates, Sheryl | MSFC | 1/24/2002<br>On the "View Scheduled Courses" screen, I can highlight 2 sessions and enroll multiple learners. I never receive any confirmation of those enrollments. I end up waiting and wondering. I have to go back into the Enroll/Drop area to double-check. | Approved | 1/24/2002 | Low | RC<br>Add enrollment confirmation message. | Small | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020019 | Gates, Sheryl | MSFC | 1/24/2002 | Closed | 1/24/2002 | High | RC | Small | NTAS 1.0 | 10/2/2002 |
| User-Defined Fields | | | Most of the User Defined Fields are free-text fields. This allows for a great number of errors to be made in the database. These are data fields that are required by the Agency for reporting purposes. | | | | Make the user fields drop-down menus w/pre-defined values to be selected. | | | |
| 20020018 | Gates, Sheryl | MSFC | 1/24/2002 | Closed | 12/16/2002 | Medium | RC | Small | NTAS 1.0 | 10/2/2002 |
| Learner History User Field Button | | | Adding course to Learner History: If User Fields button is clicked before the record has been saved, a "Data Window" error is received and all data entered into the User Fields is lost. BUT if the record is saved before adding the User Fields, no error is received and no data is lost. | | | | Add a message to Save record before adding User Fields. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020017 | Gates, Sheryl | MSFC | 1/24/2002 | Approved | 1/24/2002 | Low | RC | Small | | |
| Lookup Organizatin Units Screen | | | When you click on the ellipsis button to lookup an Org unit, and type the code, you can't just hit Enter instead of actually clicking on the Retrieve button. Throughout the software, the most logical next step on the screen is the button at the top and it's outlined, so when you hit Enter, it performs that function. This is the only screen in AdminSTAR that is not consistent | | | | | | | |
| 20020016 | Gates, Sheryl | MSFC | 1/24/2002 | Closed | 12/16/2002 | Low | RC | Small | NTAS 1.0 | 10/2/2002 |
| "Changes Saved" confirmation - Course Attendance | | | When Marking Attendance for a course, and clicking Save, the system does not provide a "changes saved" confirmation window. | | | | Add confirmation for consistency. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020015 | Gates, Sheryl | MSFC | 1/24/2002 | Approved | 1/24/2002 | Medium | RC | Small | | |
| Cancellation and/or Reschedule e-mail notices | | | After cancelling an occurence, the system asks you if you want to change the status of enrolled learners to "cancelled", etc. It would be VERY helpful if it would also prompt you to send Cancellation and/or Reschedule e-mails to notify those learners. The prompt should ask you if you want to send them with either a YES or NO option. | | | | | | | |
| 20020014 | Gates, Sheryl | MSFC | 1/24/2002 | Closed | 12/16/2002 | Low | RC | Small | NTAS 1.0 | 10/2/2002 |
| Searching for the Primary Org Unit ID | | | On the FIND LEARNERS screen, you cannot search using the wildcard character ( in the Primary Org Unit ID field.  You instead MUST click the ellipsis button.  You can, however, use the wildcard in the Last name and First name fields without clicking on the ellipsis button, so you should be able to at the Primary Org Unit ID field as well. | | | | Make it consistent with the name fields. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20020013 | Martin, Lisa | MSFC | 1/24/2002 | Hold | 1/24/2002 | High | RC | Small | | |
| Brio Report - Required Training Not Attended | | | The report is defaulted to "Portrait" which is correct.   However, when you print the report, it prints as if in "Landscape" mode.  The title is not centered, the page number   is not centered, and the data does not fill up the entire page. | | | | | | | |
| 20020012 | Gates, Sheryl | MSFC | 1/24/2002 | Scheduled | 1/24/2002 | Low | RC | Small | 7.0 | |
| Course Completion - Adding Rating and/or Grade | | | When completing a course, the functionality exists to "select all" learners and select one completion date for all. It would be very helpful to have that same "select all"  functionality when adding the rating and/or grade as well so that it doesn't manually have to typed for each learner. | | | | | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20020011 | Martin, Lisa | MSFC | 1/24/2002 | Hold | 1/24/2002 | High | RC | Small | | |
| Brio Report - Participant List by Selected Courses & Summary of Completed Courses by Organization | | | The first page of the report is printing very tiny in the upper left corner and is not readable. The report orientation needs to be defaulted to "Landscape". | | | | | | | |
| 20020010 | Gates, Sheryl | MSFC | 1/24/2002 | Closed | 12/16/2002 | High | RC | Small | NTAS 1.0 | 10/2/2002 |
| User Fields for Multiple Learner Enrollements | | | In a course occurence, on the Course Enrollment screen, if I select several learners at the same time and click on the User Fields button, you always get a "You have made changes. Do you want to save?" message when you try to close the User Fields screen, even if you haven't made any changes. | | | | Only give the save prompt when changes have been made. | | | |

# All CCRs      CCR Report For      ADMIN

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20020009 | Martin, Lisa | MSFC | 1/24/2002 | Approved | 4/2/2002 | High | RC | Small | | |

Brio Report - Directorate Expenditure
Report

The print orientation is defaulted to "Portrait", should be defaulted to
"Landscape". The Completion Date is not displaying on the report.  After
executing/printing the report, I logged into ASTAR to make sure the course had
been completed.  The completion date for the record I pulled was displaying in
Learner History.

The report should be modified so that the completion date recorded in Learner
History displays in the report. Also, "Day Completed" should be changed to
"Completion Date".   "ACC" should be changed to "Academic Credit Code".
"Status Name" should be changed to "Status".  The report is currently displaying
a # instead of a description (i.e. No Show - Charge, Enrolled, Rescheduled
 -Charge).  The report should display the description.

| 20020008 | Martin, Lisa | MSFC | 1/24/2002 | Approved | 1/24/2002 | Low | RC | Small | | |

Brio Report - On and Off Duty Hours by
Org

The report is currently printing all the Orgs selected in the heading.  The report
should display/print a range of Orgs
(i.e. ED01-ED73).

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020007 | Martin, Lisa | MSFC | 1/24/2002 | Hold | 1/24/2002 | High | RC | Small | | |
| Brio Report - Course Completion with Grade/Rating | | | The first page of the report is printing very tiny in the upper left corner and is not readable.  The print orientation is defaulted to "Portrait" and should be defaulted to "Landscape". | | | | | | | |
| 20020006 | Martin, Lisa | MSFC | 1/24/2002 | Hold | 1/24/2002 | High | RC | Small | | |
| Brio Report - Courses Not Completed | | | The first page of the report is printing very tiny in upper left corner and is not readable.  The print orientation needs to be defaulted to "Landscape".  The report is currently defaulted to "Portrait". | | | | | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20020005 | Gates, Sheryl | MSFC | 1/23/2002 | Approved | 1/23/2002 | Low | RC | Small | | |
| Reserve Equipment for Course Occurence | | | When reserving equipment for a scheduled course occurence, you have to reserve each piece of equipment for every day of the course, day-by-day. If it's a 10-day course, you'd have to reserve the same piece of equipment 10 times. | | | | On the "Reserve Equipment for a Course" screen, you should be able to click in the date fields to edit -- this should allow you to schedule equipment for the entire length of the course occurence by typing in the begin date and end date. | | | |
| 20020004 | Gates, Sheryl | MSFC | 1/23/2002 | Closed | 12/16/2002 | Low | RC | Small | NTAS 1.0 | 10/2/2002 |
| Changing/Editing the Course Instance Capacity | | | When I change the capacity of an occurence, the system asks for confirmation before saving. If I access this occurence later on and I change the times, room, etc., it asks for "confirmation" to change the capacity again, but never mentions the change to the times, room, etc. If the capacity was changed weeks earlier, or by another user, this might be very confusing! | | | | Only ask for confirmation to change the course instance capacity at the time that change is done. If I'm making changes to a field other than the capacity, the system should just give a "changes have been saved" message, or something similar, but not ask for confirmation to change the capacity again and again. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |

| 20020003 | Gates, Sheryl | MSFC | 1/14/2002 | Closed | 12/16/2002 | High | RC | Small | NTAS 1.0 | 10/2/2002 |

Vendor Course Enrollments

Go into Course Manager, then Schedule Classroom Training, and select/highlight a course, Action menu & choose Enroll/Drop. Once the enrollment screen comes up, you can click in the Learner ID field and actually type in an ID without clicking on the elipsis button. The system then validates the ID and you can then type in the next ID. This method prevents the user from having to leave the enrollment screen and jump to the Find Learner screen, type the ID, highlight name and click ok to return to enrollment screen. Go into Course Manager, then Vendor Courses, choose Johnson Space Center, click Retrieve. Highlight a course, click Enroll button. You cannot type in a user ID without clicking on the elipsis button, and jumping to the Find Learner screen,type in ID, highlight name, click OK. This is very labor intensive when you have many people to enroll.

In order to maintain easy usability and maintain consistency, it is recommended that the Vendor Course Enrollments work the same way as the Classroom Enrollments. User should be able to type in Learner ID's on the enrollment screen WITHOUT clickingon the elipsis button.

| 20020002 | Gates, Sheryl | MSFC | 1/14/2002 | Closed | 12/16/2002 | Low | RC | Small | NTAS 1.0 | 9/2/2002 |

Display error - User Fields in Self Study Enrollment

Learning Center Manager > Enroll/Schedule I retrieved an existing Learning Center/Self Study course, and double-clicked on an enrolled employee, which took me to the Self-Study Course Enrollment screen. I double clicked on a enrolled employee, which bring me to the Self-Study Course-Enrollment Detail - Mullins, Robert in "LC: Basic Internet...." screen. When I click on User Fields button, and it takes me to the UDFs, all of a sudden the name in the window has changed. It still has Robert Mullins, but the course name is not the same, it says User Defined Fields for Self Study Enrollment of Mullins, Robert taking "ACS 510 Fundamentals of Acoustics".... I believe it's updating the correct enrollment but it's just displaying the wrong course title once you open up the User Fields window...?

It doesn't need to be corrected immediately, but is rather confusing to the Users.

    I HAVE DOCUMENTATION ALONG WITH SCREEN PRINTS FOR THIS
    PROBLEM. I WILL E-MAIL THEM AHEAD OF TIME.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20020001<br>History Org/Affiliate Sakey Errors | Burleson, Jan B | MSFC | 1/11/2002<br>The DEPT_SAKEY and AFFILIATE_SAKEY on the LEARNER_COURSE history records are sometimes null or the wrong one. The null sakeys occur when history is completed from the learner screen (Edit Course History) instead of the classroom manager screen. I have not been able to duplicate the problem when the DEPT_SAKEY is wrong but it appears that somewhere in the system the AFFILIATE_SAKEY is populating the DEPT_SAKEY on some of the history records. | Approved | 1/11/2002 | Medium | RC<br>Correct system so the the DEPT/AFFILIATE_SAKEYs are correctly populated in 4.5 and 5.1. | Small | | |
| 20010028<br>Report/query: Total instances and costs for long-term and short-term training, by Center, and summary for Agency. | Gates, Sheryl | MSFC | 12/13/2001<br>Report is for Code FT &#8211; they are requesting data be provided by Monday, 12/17/01. Long and short term training to be defined two different ways: 1) Academic and non-academic training (query by ACC in user-defined fields) and 2) course scheduled for more than 30 days/less than 30 days. | Closed | 1/23/2002 | Emergency | RC | None | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010027<br>Room Manager not displaying "Reason Reserving" | Martin, Lisa | MSFC | 12/7/2001<br>When scheduling a course through Course Manager, the Course Title is not displaying in the "Reason Reserving" in Room Manager.  However, if you utilize Room Manager to schedule the room, the "Reason Reserving" does display. | Closed | 4/2/2002 | Medium | RC | Small | | |
| 20010026<br>Course Completion Process - NTDS Refresh | Martin, Lisa | MSFC | 12/7/2001<br>AdminSTAR 5.1.1 requires a change in the way the centers correct a class that has been completed without a grade. After assigning the grade the grade, the class must be re-completed for the learner before the course history record is actually updated.  Unfortuately, once the class is completed, you can't just add a grade and complete it out for the same timeframe (system depicts it as a duplicate course). So, the class has to be completed for a different date and then re-completed for the actual completion date.<br>For example:<br>Class "ABC" was completed for a learner without a grade on 1/1/2001.  To correct the record, personnel have to assign a grade and complete the course out using a different date (1/2/2001), save and then repeat the completion process and close it out for 1/1/2001. | Hold | 4/2/2002 | High | RC<br>Recommend that a fix be made to the course completion function that will allow administrators and staff level personnel to make changes and update history records without having to repeat the completion process.  This is a critical function  for the training community and the system needs to be improved in order to accomodate this type of function. | Medium | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010025<br>Need additional data field imported from NPPS for Agencywide reports | Gates, Sheryl | MSFC | 10/17/2001<br>We are regularly required to report on Veteran's Preference in regards to employee training.  Veteran's Preference is currently not being imported from NPPS to AdminSTAR | Approved | 5/30/2002 | High | RC<br>Add Veteran's Preference to the importer from NPPS. | Small | | |
| 20010024<br>Hiding (star-out) the Learner ID on the Login screen in the ASTAR Learner Manager (Release 4.5) | Martin, Lisa | MSFC | 9/6/2001<br>During the past several months, we have received numerous concerns in regards to using the SSN as the Learner ID in the  ASTAR Learner Manager and it displaying on the screen.  We have responded to each request via the IDEA system. | Closed | 10/15/2004 | High | RC<br>Review/Evaluate how much effort it would take to hide (star-out) the Learner Id on the login screen. | Small | 4.6 | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010023<br>Import of training history data from an independent database | Heath, John | MSFC | 8/2/2001<br>Marshall Space Flight Center currently has several center-wide; director endorsed online courseware programs under development.  These programs are in support of highly visible agency programs such as ISO and VPP.Presently 14 different online courses are nearing completion with additional programs planned.  The majority of the programs will be deployed center-wide creating an enormous record-keeping burden.To eliminate the manual input of more than 30,000 individual records, it is proposed that an interface be established between the courseware database and AdminSTAR.  This interfacewould ideally involve the courseware database generating a table of required data that could be imported on a daily basis by AdminSTAR/NTDS. | Hold | 4/2/2002 | High | RC<br>It is requested that that a list of required data elements andformatting requirements be provided.  MSFC training staff and  the courseware developers are available to provide assistance facilitating this process.The first round of training using the courseware product is anticipated to begin the week of August 5th.  While the collected data can be reside in the independent database in  the interim, a quick interface solution is sought.  Please contact John Heath for additional information (256-544-2622). | Medium | | |
| 20010022<br>Creation of a new Brio Report | Heath, John | MSFC | 7/10/2001<br>Customer requires a list of all employees within directorate that have an IDP established within AdminSTAR. | Approved | 7/10/2001 | High | RC<br>Create Brio Report for Agency-wide use that extracts the following information: Center; Directorate; Organization; Employee Name; A* IDP Status (Y/N). Users should be able to customize report using any of the above fields or have the option to select 'ALL' records for a given field.  It would also be helpful to have asummary version of this report that included Center;  Directorate; Organization; Total Number of Employees with A*  IDPs. | Small | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010021<br>Report for Brio | Gause, Donita E | LaRC | 6/14/2001<br>Need to show LaRC # of permanent workforce employees trained (w/breakdown by minority code) & total # of training instances (w/breakdown by minority code) for OPM audit. | Closed | 7/2/2001 | High | RC<br>Report should show Grade Level, Minority Code, & Organizational Code | Small | | |
| 20010020<br>E-mail functionality not working on refreshed or new computers | Gates, Sheryl | MSFC | 6/11/2001<br>We have discovered that anyone with a refreshed or new computer will not be able to use the e-mail functionality in AdminSTAR (production or test environment). Evidently, the AdminSTAR software requires files that exist within Microsoft Exchange, but those files or the Microsoft Exchange software is not installed on new or refreshed computers. | Closed | 11/19/2001 | High | DR<br>Determine what files are needed from Microsoft Exchange and include them in the download version of the Admin Module of AdminSTAR. | Small | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010019 | Davis, Jacky | MSFC | 6/11/2001 | Closed | 12/11/2001 | None | RC | Medium | | |

In the next release, the T40 Reporting System should default to the current date. The report will display the date range selected in the header section of the report.

In the next release, the T40 reporting system should default to the current date. The report will display the date range selected in the header section of the report.

Modify the T40 Reporting System to default to the current date and display the date range selected in the header section of the report.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010018 | Gates, Sheryl | MSFC | 6/7/2001 | Closed | 7/2/2001 | Emergency | RC | Small | | |

I need 2 Agencywide Brio reports to be placed on the OnDemand Server

Both reports need the date range capability. The first report should include all Course/Material Groupings
= Supervisory or Leadership.  This report should break out these instances by gender and minority codes.

The second report would be exactly the same except it would include the training instances where the Course/Material  Groupings = Executive & Management.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|-----------------------|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20010017 | Davis, Jacky | MSFC | 6/8/2001 | Closed | 1/23/2002 | Medium | RC | Small | | |

Agencywide Report for Brio.

There is a known bug in AdminSTAR Learner when a user tries to print a Core IDP Report. Create a Brio report to provide the information to the user.

Please see attached Core IDP Report for the fields to be used when creating the Report.

| 20010016 | Douglas, Anita | SSC | 5/29/2001 | Closed | 6/4/2001 | Emergency | RC | None | | |

A flat file of all SSC AdminSTAR history (Inside & Outside History)

Evaluate all data in system

A flat file of all SSC AdminSTAR history with the following fields: Social Security Numbers Employee Name Course Name Course ID Start and End Dates Organization Codes Course Grade/Rating Hours

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|-----------------------|
| Title | | | Description | | | | | Recommended Action | | |
| 20010015 | Gates, Sheryl | MSFC | 4/24/2001 | Closed | 4/30/2001 | High | RC | None | | |

Course Description Report

Create report for the Brio On-Demand Server to include the  following fields: Course ID, Course Name, Description, and Source of Training Code (UDF).

| 20010014 | Scully, Jackie | GSFC | 4/10/2001 | Closed | 12/13/2001 | High | RC | Medium | | |

Expand data extract MFSC currently provides to include additional fields of data.

GSFC is in the process of creating a database, which will be used by Center managers, supervisors and administrative officers for the purpose of extracting data by ad hoc queries and canned reports.  A port of the fields of data to be contained in this database will be extracted from NTDS and A*Star.  We need MSFC to provide a weekly extract of the data from A*Star for us.

There is currently an extract in place (created by MSFC), which provides 5 fields of data for GSFC (course end date, course title, total hours, total cost, and SSN as a unque identifier).  We recommend expanding the list of fields to include additional data fields listed in the attached chart.

Since we are unable to determine all of the fields which currently exist in A*Star, we have listed the NTDS equivalent of the data fields needed.  Please provide the A*Star equivalent or in the cases where an equivalent does not exist, provide a suggested alternative for our review and approval.

This extract needs to be run every Friday and sent to GSFC as is currently set up.  At the point in time when NTDS is no longer used by the Agency, the extract will have to be modified to include A*Star history data as well as the data we are currently requesting.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Recommended Action | | | |
| 20010013 | Davis, Jacky | MSFC | 4/11/2001 | Closed | 11/19/2001 | None | RC | Small | | |
| Add Government Banner Message | | | A warning message stating that the system is for authorized users only must be added to the Brio OnDemand Server.  Wording will be as follows:  WARNING! This is a Government computer.  This system is for the use of authorized users only.  By accessing and using the computer system you are consenting to system monitoring, including the monitoring of keystrokes.  Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution. | | | | Include warning message on the current privacy act screen. | | | |
| 20010012 | Davis, Jacky | MSFC | 4/11/2001 | Closed | 11/19/2001 | None | RC | Small | | |
| Add Government Banner Message | | | A warning message stating that the system is for authorized users only must be added to the T40 system.  Wording will be as follows:  WARNING!  This is a Government computer.  This system is for the use of authorized users only.  By accessing and using the computer system you are consenting to system monitoring, including the monitoring of keystrokes.  Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution. | | | | Include warning message on the current privacy act screen. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010011 | Davis, Jacky | MSFC | 4/11/2001 | Closed | 11/19/2001 | None | RC | Small | | |
| Add Government Banner Message | | | A warning message stating that the system is for authorized users only must be added to the AdminSTAR system. Wording will be as follows: WARNING! This is a Government computer. This system is for the use of authorized users only. By accessing and using the computer system you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution. | | | | Include warning message on the current privacy act screen. | | | |
| 20010010 | Burleson, Jan B | MSFC | 3/5/2001 | Closed | 4/12/2001 | None | RC | Small | | |
| History without Orgs. | | | About 25-30% of the AdminSTAR history records do not have an associated org. | | | | Update null orgs on the history records with the current org of the learner. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010009<br>Course Status Update | Burleson, Jan B | MSFC | 3/5/2001<br>Some of the existing course records have a null status instead of an 'A' (active) or 'I' (Inactive). | Closed | 4/12/2001 | None | RC<br>Send a list of the courses without a status to the associated centers and give one week for them to update the status of any inactive courses.  After a week, update all the courses with a null status to active. | Small | | |
| 20010008<br>Add date range to Agency Sum of Selected Course by ACC Report. | Martin, Lisa | MSFC | 2/21/2001<br>Current Agency Sum of Selected Course by ACC Report does not allow date range data limit. | Closed | 2/22/2001 | High | RC<br>Date range should be added to allow data limits. | None | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |

**20010007** Martin, Lisa — MSFC — 2/21/2001 — Closed — 2/22/2001 — High — RC — None

Add Date Range to Agency Course Not Completed Report.

Current Agency Course Not Completed Report does not allow date range data limit.

Date range should be added to allow data limits.

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**20010006** Fowler, Sherry — GSFC — 2/20/2001 — Withdrawn — 2/21/2001 — Emergency — None — None

Provide TIPS Access to Query and Populate AdminSTAR

To accommodate the October 1, 2000, change in the NASA FAR Supplement (NFS) which requires that all training requirementsbe processed in accordance with the FAR and NFS guidelines; Goddard's Procurement Operations Division modified our Small Purchases Systems (SPS) to accommodate training requirements greater than $2,500. As a logical enhancement, an on-line, web-based system called TIPS (Training in Procurement System) is being developed. This system will allow trainees to initiate, route, and process both on-site and off-site training requests. The Human Resources Development Office would like TIPS to query and populate AdminSTAR with as much data as possible to eliminate the rekeying of data.

he following are TIPS goals in programming interface with AdminSTAR: (1) TIPS needs to be able to run queries against appropriate table(s) in AdminSTAR to provide perspective trainee with the ability to view and search information on training course(s) available in the course catalog in order tobe able to select and include desired course(s) into trainee'sRequest for Training. (2) TIPS needs to be able to query AdminSTAR to provide perspective trainee with the up-to-date AdminSTAR information on availability of class space based on the current count of registered participants and the maximum number of students allowed for the class. (3) Upon trainee's successful registration for a given class, TIPS needs to be able to update AdminSTAR information on availability of class space. (4) Upon trainee's successful registration for a givenclass, TIPS needs to be able to feed AdminSTAR training database with the appropriate class/training information. Would like access to the new unreleased version of AdminSTAR's table names, fields, size, and format so appropriate interfaces can be developed.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010005 | Douglas, Anita | SSC | 2/15/2001 | Withdrawn | 4/12/2001 | High | None | None | | |
| Query materials in Self-Paced Learning Center | | | In order to report more efficiently the Agency Metrics for technology based training. | | | | To set up query in Brio | | | |
| 20010004 | Martin, Lisa | MSFC | 2/8/2001 | Closed | 2/16/2001 | High | RC | None | | |
| Change Summary of Completed Courses by Organization report to NOT INCLUDE terminated employees. In addition, add date range to report. | | | Current Agency Report is including terminated employees. There is not a date range to allow data limits. | | | | Change the Agency Summary of Completed Courses by Organization report to not report terminated employees. Date range should also be added to allow data limits. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| Title | | | Description | | | | Recommended Action | | | |

| 20010003 | Martin, Lisa | MSFC | 2/8/2001 | Closed | 2/16/2001 | High | DR | None | | |

Data is not being refreshed nightly on NAADE21 Instance C.

Data needs to be refreshed nightly on NAADE21 Instance C.

Currently, the data on NAADE21 Instance C is refreshed weekly. The data needs to be refreshed nightly on NAADE21 Instance C to produce accurate report results.

| 20010002 | Killiri, Anthony R | KSC | 1/22/2001 | Withdrawn | 4/12/2001 | None | None | None | | |

Data Dump into ASTAT from KSC's Technical Training System

There are a group of training classes that was performed by the contractor sevaral years ago that need to be transfered into ASTAR. This training was computer training that the contractor performed and tracked in a KSC Area Access Trainingprogram because that is what they access to at the time. The classes need to be pulled out of the KSC system and put into ASTAR.

Provide required format for the data transfer.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20010001<br>Replace current Training History query with a new query. | Kirkpatrick, Cindy | KSC | 1/22/2001<br>We would like the current Training History query replaced with a new query (will email to Jacky Davis and Colleen Smith. Thanks! | Closed | 2/8/2001 | None | RC | None | | |
| 20000037<br>ASTAR Refresh from NPPS | Martin, Lisa | MSFC | 11/14/2000<br>Currently, there are learners in ASTAR that have termination dates due to the errors in the refresh procedure. In order to correct the problem, please delete the termination date for any learners that are in the NPPS active learner file. | Closed | 11/21/2000 | High | RC | None | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type | Size | Expected Release<br>Recommended Action | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000036 | Dreier, Loretta A | KSC | 9/7/2000 | Closed | 10/19/2000 | High | RC | None | | |

There is not a problem.  I need a report and our sources (Contractor and NASA) stated they cannot provide it.  I was told I needed to request it from MSFC.

I need a report from the training history that identifies the following by organization:      Employee's:      Name      Grade      Title Supervisor or Non-supervisor (if possible)  and the training they have taken under the "Course  Material/Grouping" identified below:      Leadership      Management      Supervisory      Professional/Personal Development      Program/Project Management      Policy/Program/Mgmt Analysis      Public/Business Admin      Engineering      and all of the Engineering subsets as reflected below:  Engineering - Applications,  Engineering-Aeronautics, etc.
 Software Mgmt/System Software I am trying to determine the leadership and management and engineering and program/project management courses employee have taken. Unfortunately, there are so many material  groupings for ASTAR that I must identify a number of Course Material/Groupings to capture what I need.

KSC reorganized in May.  Organizations have been requested to identify the current program and project managers and the  related training they have taken.  They have also been requested to identify the leadership and management their employees have taken.  One of our goals is to ensure employees have taken the necessary training to ensure  they have the right competencies and knowledge and skills.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type | Size | Expected Release<br>Recommended Action | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000035 | Martin, Lisa | MSFC | 8/28/2000 | Closed | 8/31/2000 | High | RC | None | | |

Reports - (Total number of employees trained and training instances broken out by disability).

Need to modify the Total Targeted Disabilities section of both reports.  We need to capture the total number of training instances/employees trained in the following targeted disabilities:  16,17, 23, 25, 28, 32, 38, 64, 65, 66, 67, 68, 71, 72, 73, 74, 75, 76, 77, 78, 82, 90, 91 and 92.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20000034 | Martin, Lisa | MSFC | 8/2/2000 | Closed | 8/4/2000 | High | RC | None | | |

Report - Total number employees trained broken out by disability.

Bonnie Acoveno (HQ's Code FT) has asked me to supply her with the following data:

Total number of employees trained in Grades 5-12 and Grades 13-15, broken out by the following Handicap Codes: 01 (Not Identified), 04-05 (No Disability), and 06, 13-94 (Disabled Reported) for October 1, 1999 thru July 21, 2000.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000033 | Martin, Lisa | MSFC | 7/26/2000 | Closed | 8/2/2000 | None | RC | None | | |

Training instance report broken out by disability.

Bonnie Acoveno (HQ's - Code FT) has asked me to supply her with the following data:

Total # of training instances in Grades 5-12 & Grades 13-15, broken out by the following Handicap Codes: 01 (Not Identified), 04-05 (No Disability), and 06, 13-94 (Disabled Reported) for October 1, 1999 thru July 21, 2000.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|----------------------|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20000032 | Clark, Janet L | GRC | 7/18/2000 | Closed | 10/3/2000 | High | RC | None | | |

Need a flat file of all Materials in Adminstar.

Make sure that the entire course name is provided in the flat file not an abbrievated version. This information is needed for a loanout system were working on.

Thanks!

| 20000031 | Jarmannn, Janet | ARC | 6/19/2000 | Approved | 6/19/2000 | Medium | RC | Medium | | |

Add contractors to A*Star learner database

Please provide a way to load contractor, non-NPPS data into AdminSTAR learner table(s). This will replace the current process of manually entering each person to the learner screen.

Provide info on load requirements and file layout, and ARC can provide a file for the load

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|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|------------------------|
| Title | | | Description | | | | Recommended Action | | | |

| 20000030 | Conrad, Dennis C | GRC | 5/31/2000 | Closed | 6/7/2000 | High | RC | None | | |

**Request for Data from AdminSTAR Production Database**

We are trying to clean up the contractor database in AdminSTAR for Center ID 2200. Alot of contractors have changed since the initial import to AdminSTAR. We currently have a summer student coming in to work on this project. Need a report via Brio of all non-civil servants from the production database.

Create a query and run a report (in alhabetical order) that lists the following data for Center-ID 2200:

    Name (last, First, MI), Learner-id, Org, location.

    Note: run the report for everyone except those with Org-codes 0100 - 9900.

| 20000029 | Martin, Lisa | MSFC | 5/11/2000 | Closed | 6/4/2001 | Medium | RC | Small | | |

**New/Terminated Learner**

The requirement is for all terminated learners to have their passwords replaced so they can no longer access the system. The supervisor check box also needs to be "unchecked" once they are terminated so that they no longer appear on the drop down list of approvers in the system. This requirement is for all Learners who will be terminated in the future, as well as all terminated learners currently in the system.

All new Learners brought over from NPPS, should be specified as supervisors (by a check mark in the supervisor box). This requirement is for all Learners brought over in the future as well as all civil servants currently active in the system without a check mark in the Supervisor box.

1) Systematically remove the check mark from the Supervisor box (on the Edit Learner screen) for all Learners who currently have termination dates specified. (I believe there are approximately 1,800 of those Learners)

2) Change password for all terminated employees so they can no longer access the system. (I think Jan recommended that we might change the password to the termination date).

3) All new Learners brought over from NPPS should be brought over as supervisors (Supervisor box on Edit Learner screen should be checked).

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20000028 | Douglas, Anita | SSC | 5/11/2000 | Withdrawn | 4/12/2001 | High | None | None | | |
| SSC Course Listing & ID Number | | | Need to incorporate SSC course listing & ID numbers from Astar into our Training Certification Reports System (TCRS). | | | | Need to incorporate SSC course listing & ID numbers down loaded from Astar into an excel spreadsheet. | | | |
| 20000027 | Davis, Jacky | MSFC | 5/8/2000 | Closed | 7/3/2000 | None | DR | Small | | |
| Oracle errors are coming up at different points of time during login of AdminSTAR. | | | Oracle errors are coming up at different points of time during login of AdminSTAR. | | | | Investigate to see what kind of Oracle errors that the user may be seeing. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Title | | | Description | | | | Recommended Action | | | |
| 20000026 | Davis, Jacky | MSFC | 5/8/2000 | Closed | 5/16/2000 | None | RC | Small | | |
| Slowdown of the AdminSTAR system has been noticed. | | | A general slowdown of accessing AdminSTAR has been noticed. | | | | Investigate the slowness and response time. | | | |
| 20000025 | Davis, Jacky | MSFC | 5/5/2000 | Closed | 5/5/2000 | None | RC | Small | | |
| T40 System does not exclude pay plan/grades that are not in NPPS. | | | T40 System does not exclude pay plan/grades that are not in NPPS. | | | | Make code changes to exclude pay play/grades that are not in NPPS. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000024 | Davis, Jacky | MSFC | 5/5/2000 | Closed | 6/6/2000 | None | DR | Small | | |
| Supervisors are not being notified when a learner requests a class. | | | Supervisors are not being notified when a learner requests a class. | | | | Perform analysis of the ASL Learner module at customer's workstation. | | | |
| 20000023 | Davis, Jacky | MSFC | 5/5/2000 | Closed | 6/2/2000 | None | RC | Small | | |
| Non-specified org update. | | | Non-specified org update. | | | | Update non-specified orgs to xxxx-contractor where xxxx is the center of the learner. The location is updated to the name of the center associated with the learner. Non-specified orgs for learners with an affiliate_sakey of 0 are not updated. | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000022 | Davis, Jacky | MSFC | 5/5/2000 | Closed | 6/22/2000 | Medium | RC | Small | | |
| Update of learner history with null grade. | | | Update of learner history with null grade. | | | | Write a script to update grade to 'P' where grade is null. | | | |
| 20000021 | Davis, Jacky | MSFC | 5/5/2000 | Closed | 8/3/2000 | None | RC | Small | | |
| New report for Marshall needed for multiple course reporting. | | | New report for Marshall needed for multiple course reporting. | | | | Create report for Marshall to have the capability to report on multiple course id's that learners have not attended. | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Title** | | | **Description** | | | | **Recommended Action** | | | |
| 20000020 | Davis, Jacky | MSFC | 5/5/2000 | Withdrawn | 5/5/2000 | None | RC | Small | | |

The NTDS Refresh job, NTJI217, fails with an abnormal termination when ran.    The NTDS Refresh job, NTJI217, fails with an abnormal termination when ran.    Do analysis of HQ's data for invalid numeric data. Determine which field/record it is and notify the center.

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000019 | Davis, Jacky | MSFC | 5/5/2000 | Closed | 5/19/2000 | None | DR | Small | | |

Langley Research Center is receiving 'not found' error messages due to the fact of lower case sensitivity.    Langley Research Center is receiving 'not found' error messages due to the fact of lower case sensitivity. This in turn results in the data not being written to history.    Option 1: Code for converting lower to upper case on certain fields sent over to centers for the refresh.
Option 2: Correct data in AdminSTAR programmaticly to be upper case.

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000018<br>Valid pay plan/grade table needs to be defined in AdminSTAR. | Davis, Jacky | MSFC | 5/5/2000<br>Valid pay plan/grade table needs to be defined in AdminSTAR for the T40 Reporting System. | Closed | 5/5/2000 | None | RC<br>Valid pay plan/grade table needs to be defined in AdminSTAR for the T40 Reporting System. Make code changes in the T40a, T40b, T40c,T40d and T40e to reflect what's in the table. | Small | | |
| 20000017<br>Invalid characters are entered in the course user defined fields. (I.e. $, commas, and .0) | Davis, Jacky | MSFC | 5/5/2000<br>Currently invalid characters are placed in the user defined fields of the course. (I.e. $, commas, and .0). The NTDS Refresh job over in NTDS will not run properly with this type of data entered. | Withdrawn | 5/5/2000 | None | RC<br>Create a module that will replace the $, commas with null values. Replace .0 with .00. The fields in reference are user1, user2, user3, user6, user7 and user8. | Small | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000016 | Davis, Jacky | MSFC | 4/27/2000 | Closed | 6/6/2000 | None | DR | Small | | |
| The current NTDS refresh job NTJI217 shows duplicate course error messages on report. | | | Currently AdminSTAR sends a data file of all completed training instances on a bi-weekly basis to each of the centers. The current NTDS refresh job NTJI217, that reads the dataset, shows duplicate course error messages on report. | | | | Create a tool to remove the records from the input file used by the NTJI217 Refresh job for duplicate course errors. | | | |
| 20000015 | Clark, Janet L | MSFC | 4/10/2000 | Closed | 4/10/2000 | High | RC | None | | |
| Need to have copy of AdminSTAR course file in a tab or comma delimited file | | | We have a team working on an interim solution for our loanout module and they are in need of this file. | | | | | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000014<br><br>Weekly data extract required for populating Center-unique Profile Web Application. | Scully, Jackie | GSFC | 3/29/2000<br><br>GSFC has developed a Web based tool entitled "Personnel Profiles" for use by Supervisors and Managers which will contain Personnel and Training Information for each civil servant at the Center. The data displayed will be updated on a weekly basis. Both on-going and completed course information is needed and will have to be extracted from both NTDS and AStar.  The actual fields of data are Course End Date, Course Title, Course Length (total hours of course) and Total Direct Cost and SSN as a unique identifier. | Closed | 6/16/2000 | High | RC<br><br>Create a weekly extract of the fields listed above (which combines the NTDS and AStar data) into a flat file.  The file should have a prefix of GSMOV so that it can be retrieved from GSFC on our LPAR.  The extract should be completed no later than each Friday evening at 5:00 p.m. EST. | None | | |
| 20000013<br><br>The T40 Reporting System needs to be able to report against the AdminSTAR Archive Table. | Davis, Jacky | MSFC | 3/16/2000<br><br>The T40 Reporting System needs to be able to report against the AdminSTAR Archive table once AdminSTAR 5.1 is available. | Approved | 3/16/2000 | Medium | RC<br><br>Modify the T40 Reporting System to be able to look at the archive table. | Large | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000012 | Davis, Jacky | MSFC | 3/16/2000 | Closed | 11/19/2001 | None | RC | Medium | | |
| The Bi-Weekly refresh job used to update AdminSTAR from NPPS will not function correctly after AdminSTAR 5.1 release is implemented. | | | Due to the new org structure from AdminSTAR 5.1, the bi-weekly refresh job used to update AdminSTAR from NPPS will not be correct. | | | | Modify bi-weekly refresh job to accommodate the new org structure. | | | |
| 20000011 | Davis, Jacky | MSFC | 3/16/2000 | Closed | 11/19/2001 | None | RC | Medium | | |
| The importer that AdminSTAR uses to import new learners and new orgs will be new in AdminSTAR 5.1 | | | The importer for both new learners and orgs needs to have analysis and testing done. | | | | Analysis/Testing needs to be done for the new importer for both the learner and the org. Feedback is going to be needed from the Vendor for the Learner import. | | | |

# All CCRs CCR Report For ADMIN

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000010 | Davis, Jacky | MSFC | 3/16/2000 | Closed | 11/19/2001 | None | RC | Medium | | |
| The NTDS Refresh to NTDS from AdminSTAR will be invalid after AdminSTAR 5.1 is implemented. | | | A new center/org structure will take place in AdminSTAR 5.1. With this new structure the NTDS Refresh routines will be out of sync. | | | | Correct the refresh procedures/modules to accommodate the new org structure in AdminSTAR 5.1. | | | |
| 20000009 | Davis, Jacky | MSFC | 3/16/2000 | Closed | 11/19/2001 | None | RC | Medium | | |
| Brio reports will not run properly with the new org structure in AdminSTAR 5.1 | | | Once the implementation of AdminSTAR Release 5.1 is in place the core Brio Reports for the Agency will not function. | | | | Modify the Brio Reports to work with the new center/org structure in AdminSTAR 5.1 | | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | | | Description | | | | Recommended Action | | | |
| 20000008 | Davis, Jacky | MSFC | 3/16/2000 | Closed | 11/19/2001 | None | RC | Medium | | |
| T40 Reports will not work with the new design of AdminSTAR 5.1. | | | The T40 Reports will not work correctly with the new release of AdminSTAR 5.1. | | | | Modify T40 Reporting System to accommodate the new Center/Org and DUDF changes. | | | |
| 20000007 | Martin, Lisa | MSFC | 3/15/2000 | Closed | 4/11/2000 | High | RC | None | | |
| GRC Contractors | | | Currently, in production the GRC Contractors are defined in the Org field by the Company Name instead of GRC-Contractor.  The Agency has put a business process in place that states that all contractors should be identified in ASTAR by (i.e.GRC-Contractor, MSFC- Contractor) in order to distinguish between NASA personnel and Contractors for the development of the Agency reports. Request that a programatic approach be taken in order to move the contractors to the correct ORG codes.  Also, their Location should be their Company Name.  For example, there are several people tied to Boeing Computer Supt Svcs Org code -- they need to be changed to GRC-Contractor and their Location to Boeing Computer Supt Svcs.  All of the Company Names have been added to the Location table in ASTAR. | | | | | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000006<br>SSC - Outside Courses to History Archive | Gates, Sheryl | MSFC | 2/28/2000<br>SSC is currently storing their CTI's in the Learner Editor in the  outside course area.<br> When the NTDS history is archived to the AStar History Archive table, we need to capture these outside course instances in<br> the History Archive table as well. | Approved | 2/28/2000 | High | RC | Medium | | |
| 20000005<br>Create report - Course Check for Valid Dynamic UDFs | Gates, Sheryl | MSFC | 2/28/2000<br>Currently, we have a course check report that checks edits in the static UDFs. With the implementation of 4.5.1.0.5, after<br>the  conversion of the static UDFs to dynamic, we'll need it to check the dynamic UDF fields. | Closed | 4/28/2000 | High | RC | None | | |

| CCR # | Initiator | Installation | Initiation Date | Status | Status Date | Priority | Type | Size | Expected Release | Expected Release Date |
|-------|-----------|--------------|-----------------|--------|-------------|----------|------|------|------------------|-----------------------|
| Title | | | Description | | | | Recommended Action | | | |
| 20000004 | Douglas, Anita | SSC | 2/10/2000 | Closed | 2/25/2000 | Emergency | RC | None | | |
| Need Catalog run from courses entered in the Library Manager. | | | Per a conversation with Lisa Martin about three weeks ago we expressed the need to have an electronic version of the Library Manager Module. We have held off on updating the catalog manually due to the fact that we have many items and it would a laborious process to update. Our catalog was last updated in 1998. The capability to download or export this information from Astar was expressed as a core requirement in the implementation of Astar. | | | | Need to export/download the information in AStar into an electronic format so that we can post it to out web site here at Stennis. | | | |
| 20000003 | Kirkpatrick, Cindy | KSC | 1/25/2000 | Closed | 9/27/2000 | None | RC | None | | |
| Installation Data Call for Training | | | FY 99 Report(s) required from AStar.  1.  Number of hours of training.  Both "on-duty" and "off-duty" hours need to be reported separately. 2.  Numbers of training instances. 3.  Numbers of employees trained: (a)  by Minority Status: All Employees Female  Male  Non-Minority  Minority  Black Hispanic  American Indian  Asian & Pacific Islander (b) by Class Code:  Science & Engineering  Professional Admin  Clerical  GS Technicians  Wage  (c) by GS Grades   GS-1 through GS-15  All SES together (d) by Course Categories Sci/Eng/Tech = PMIS Type of Training Code = 3A thru 3W and 7A thru 7Z and credit code not equal 2 or 3  Comp & IS = Type of Training Code = 9A thru 9Z and credit code not equal 2 or 3

Supv/Mgmt/Exec - Type of Training Code = 10 thru 20 and  credit code not equal 2 or 3
  Academic - Credit Code equal 2 and 3  Admin - Type of Training Code = 4A thru 6D and 8A
 thru 8Z and  credit code not equal 2 or 3 | | | | Prepare Reports | | | |

| CCR #<br>Title | Initiator | Installation | Initiation Date<br>Description | Status | Status Date | Priority | Type<br>Recommended Action | Size | Expected Release | Expected Release Date |
|---|---|---|---|---|---|---|---|---|---|---|
| 20000002<br>EEO report required- need the number of women and the number of minorites for the following categories. GS9-12, GS 13-15, and SES | Kirkpatrick, Cindy | KSC | 1/5/2000<br>This is another EEO required report. | Closed | 1/7/2000 | Emergency | RC<br>Create report. | None | | |
| 20000001<br>Agencywide required report required identifying the number of training instances in FY1999 for KSC employees by Gard GS-12, Grades 13-15, and SES as reflected in the ASTAR training system | Kirkpatrick, Cindy | KSC | 1/5/2000<br>Our EEO office is requesting this information (they indicated this is an agencywide requirement). This report is required annually | Closed | 6/6/2000 | Emergency | None<br>Generate a report | None | | |